URBAN/MUNICIPAL
CA3 ON HW L65
H18
1993-

Agenda / Minutes Of The Hamilton Region Airport Management Board

Jan. 14/93-

URBAN/MUNICIPAL
CA3 ON HW L65
H18
1993

HAMILTON REGION AIRPORT MANAGEMENT BOARD

AGENDA

DATE: Thursday, January 14, 1993

TIME: 8:30 o'clock a.m.

PLACE: **Hamilton Airport Terminal Building**

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1. **GENERAL**

   a) **Declaration of Interest** re: Municipal Conflict of Interest Act

   b) **Minutes** of the December 10, 1992 meeting of the Hamilton-Wentworth Region Airport Management Board

2. **CONSENT AGENDA**

   2.1 **Lease of Office Space - Transport Canada Aviation Licensing Group - Letter of Agreement (AIR 93-003)**

   That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Letter of Agreement, as attached to Report AIR 93-003, between Transport Canada Aviation Licensing Group and the Regional Municipality of Hamilton-Wentworth for office space in the Air Terminal Building at Hamilton Airport.

   2.2 **Lease Renewal - The Champ Car Inc., c.o.b. as Avis Rent-a-Car (AIR 93-001)**

   a) That the application for The Champ Car Inc. to renew their lease for 4.0 square metres of counter space in the Air Terminal Building and six (6) car parking spaces located east of the Air Terminal Building be approved, subject to the following:

      i) That the applicant enter into a three-year lease agreement with the Region, in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

ii) That the rental rate for 4.0 square metres of counter space be established at $441.15 per square metres per annum, and the rental rate for six (6) car parking spaces be established at $13.45 per car per month, plus a 10% administration/ maintenance fee, plus the 7% G.S.T. resulting in an annual rental rate of $3,216.74 to be paid in monthly instalments of $268.06, plus realty taxes, commencing January 1, 1993, and subject to any future Transport Canada rental increases;

iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the lease;

iv) That the monthly rent for the counter space be credited to Office and Shop Space Account No. 1-46007-343199, the monthly rent for car parking spaces be credited to Car Rentals - Parking Account No. 1-45019-343199, and the montly administration/maintenance fee be credited to the Administration/Maintenance Fee Account No. 1-45137-343199;

v) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000, naming the Region and Transport Canada as co-insureds;

vi) That the thirty-day termination clause be included in the three-year sublease agreement for both parties;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the lease documents on behalf of the Region.

2.3 **Termination of Tenancy with BP Canadian and Indemnity and Licence Agreements with BP America (AIR 93-005)**

a) That the Regional Corporation consent to a notice of termination for the tenancy between the Regional Coporation and BP Canadian Holdings Limited ("BP Canadian") for the operation of an aviation fuel storage and handling facility ("fuel farm") on certain lands at the Hamilton Airport ("Site 'A'") and release BP Canadian from its obligations under this tenancy, **provided that** BP America Inc. first agrees to indemnify the Regional Corporation against any liabilities, including environmental liabilities, arising out of the tenancy and that this agreement bind any successors to BP America;

b) That BP America enter into a licence agreement with the Regional Corporation for the purpose of operating a fuel farm at Site "A" until such time as it receives approval from Her Majesty in Right of Canada as represented by the Minister of Transport ("Transport Canada") and the Regional Corporation for a lease to operate a fuel farm on other lands at the Hamilton airport ("Site 'B'") as determined by the Airport General Manager and such lease is executed by the parties;

c) That BP America enter into a licence agreement with the Regional Corporation for the purpose of entering upon Site "B" at its own risk and expense in order to prepare for the construction of a fuel farm there in the event that it receives approval from Transport Canada and the Regional Corporation for a lease for this purpose and such lease is executed by the parties;

d) That, subject to Item (f), below, the notice of termination, consent, release and indemnity referred to in Item (a), above, be effective December 1st, 1992;

e) That, subject to Item (f), below, the licence agreements referred to in Items (b) and (c), above, commence December 1st, 1992 and expire 24 months afterwards or upon the execution of a lease (if granted) between the Regional Corporation and BP America for the operation of a fuel farm at Site "B", whichever is earlier;

f) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the consent and release referred to in Item (a), above, and the licence agreements referred to in Items (b) and (c), above, **provided that** such consent, release and licence agreements and the indemnity agreement referred to in Item (a), above, are in a form satisfactory to the Commissioner of Legal Services and the Airport General Manager and are not effective until such execution takes place.

2.4 **1993-1997 Non-Subsidized Capital Budget - Hamilton Airport (AIR 93-004)**

That the 1993-1997 Non-Subsidized Capital Budget for the Airport be approved and forwarded to the Committee of the Whole for inclusion in the Overall Capital Budget.

2.5 **For the Information of the Board:**

a) Airport Accounts Receivable Over 90 Days as at November 30, 1992

b) Airport Accounts Receivable Over 90 Days as at December 22, 1992

c) Correspondence to Barry MacSween, Director of Maintenance, from Ryan Bridge, Ramp Manager/YHM, Federal Express Canada, concerning operations during the snow storm on December 10, 1992.

3. DISCUSSION AGENDA

3.1 **1993 Seminar/Retreat (AIR 93-002)**

That the proposed draft agenda for the 1993 Seminar/Retreat be approved.

3.2 **Discussion of Consent Items**

4. ADJOURNMENT

5. OUTSTANDING BUSINESS

	DATE	ACTION	STATUS
Liability Insurance for Environmental Protection	Sept.10/92	K. Muller	Pending

1(b)

MINUTES OF THE HAMILTON REGION AIRPORT MANAGEMENT BOARD

The Hamilton Region Airport Management Board met at 8:30 a.m. on Thursday, December 10, 1992 in the Hamilton Airport Terminal Building.

Present:	Chairman (Regional Chairman) R. J. Whynott Vice Chairman K. Gregg Councillors G. Etherington, H. Merling, R. Wade O. Boris, J. Monaco, J. Mongeon, J. Skelton
Absent with Regrets:	Councillors D. Agostino - City Business Councillor D. Wilson - City Business Messr. L. Culver
Also Present:	Councillor F. MacIntyre; Messr. S. Kincaid (Airport General Manager); Messrs. N. Catalano, B. MacSween, K. Muller; Mme L. Howard

NEW BUSINESS #1

James Skelton was congratulated on his re-appointment, and Joseph Monaco was welcomed as a new member of the Airport Management Board. Both members have been appointed for a three year term.

1. **GENERAL**

a) **Declaration of Interest** re: Municipal Conflict of Interest Act: None

b) **Minutes** of the November 12, 1992 meeting of the Hamilton Region Airport Management Board

(Skelton/Boris)
Be received and adopted as presented. **CARRIED.**

2. **CONSENT AGENDA**

(Boris/Skelton)

2.1 **Lease of Office Space - Glanford Aviation Services Ltd. (AIR 92-054)**

a) That the application of Glanford Aviation Services Ltd. to lease office space located in the Air Terminal Building to provide a passenger check-in service for Suntrek Holidays Ltd., be approved until such time as this office is required for another airline and subject to the following:

i) That the applicant enter into a six month sublease agreement with the Region in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

ii) That the rental rate for this office space measuring 14.5 square metres be established at $350 per month, plus a 10% administration/maintenance fee, plus the 7% G.S.T. resulting in a six month rental rate of $2,471.70 to be paid in monthly instalments of $411.95, plus realty taxes commencing December 1, 1992, and subject to any future Transport Canada rental increases;

iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the sublease and/or at the time of occupancy of the said space;

iv) That the monthly office space rent be credited to the Office & Shop Space - Account No. 1-46007-343199 and the monthly administration/maintenance fee be credited to the Administration/Maintenance Fee Account No. 1-45137-343199;

v) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000, naming the Region and Transport Canada co-insureds;

vi) That a 30-day termination clause be included in the six month sublease agreement for both parties;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the lease documents on behalf of the Region.

2.2 **Sublease Amendment - Mesaba Aviation, Inc. (AIR 92-055)**

a) That the authority for the Region to enter into a three-year lease with Mesaba Aviation Inc. for a third office space in the Air Terminal Building at Hamilton Airport at $350 per month, plus 10% administration/maintenance fee, plus G.S.T. amounting to $411.95 per month on a month-to-month basis until such time as this office is required for another airline, approved by Regional Council on April 7, 1992 in adopting Item 39 of Report 5-92 of the Transportation Services Committee, be amended to read as follows:

i) That Item 39(c) of Report 5-92 of the Transportation Services Committee be omitted and replaced by the following:

39. Lease - Mesaba Aviation Inc.

c) That Mesaba Aviation Inc. be leased an office measuring 5.3 square metres located in the Air Terminal Building at a monthly rental rate of $100 per month, plus 10% administration/maintenance fee, plus G.S.T. resulting in an annual rental rate of $1,412.40 to be paid in monthly instalments of $117.70, plus realty taxes commencing December 1, 1992 and subject to any future Transport Canada rental rate increases and that the monthly office rent be credited to the Office and Shop Space Account No. 1-46007-344101.

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute a Supplemental Agreement, in a form satisfactory to the Commissioner of Legal Services, between Mesaba Aviation Inc. and the Regional Municipality of Hamilton-Wentworth to reflect the above-mentioned amendment.

2.3 **For the Information of the Board:**

a) **Minutes** of the November 24, 1992 meeting of the Finance and Administration Sub-Committee

b) **Minutes** of the November 25, 1992 meeting of the Marketing Sub-Committee

c) Canadian International Travel Consultants Trade Show (ECO 92-084)

d) Greater Hamilton Airport Business Park (ECO 92-083)

e) Correspondence concerning the closing of the Canadian Imperial Bank of Commerce, Mount Hope Branch, between William R. Marsh, Secretary-Treasurer, Airport Tenants and Operators Committee, and Milton J. MacLean, Senior Vice-President, Canadian Imperial Bank of Commerce

f) Notice from Southern Ontario Area Airports Study, Transport Canada - Airports, concerning relocation to the Madison Centre **CARRIED.**

3. DISCUSSION AGENDA

3.2 Discussion of Consent Items

2.3(a) **Minutes** of the November 24, 1992 meeting of the Finance and Administration Sub-Committee

G. Etherington was incorrectly recorded as Absent with Regrets at this Sub-Committee meeting.

1. 1993 Hamilton Airport Non-Subsidizable Budget

(Etherington/Boris)
That the 1993 Hamilton Airport Non-subsidizable Current Budget in the net levy amount of $98,300 be approved and forwarded to the Committee of the Whole for inclusion in the overall 1993 budget. **CARRIED.**

2.3(b) **Minutes** of the November 25, 1992 meeting of the Marketing Sub-Committee

2(a) Press Release Policy

(Wade/Gregg)
That the policy entitled "Hamilton Region Airport Management Board - Media Policy" be approved as presented in the November 25, 1992 minutes of the Marketing Sub-Committee. **CARRIED.**

2(c) **Duty Free Store**

S. Kincaid and N. Catalano will be preparing new terms for a proposal call.

There will be a meeting with the six area MPPs sometime after January 19, 1993 concerning a Duty Free Shop at Hamilton Airport.

2.3 Jack Evans, CWHM Presentation

K. Gregg and Chairman Whynott expressed their support for the Canadian Warplane Heritage Museum and welcomed all Airport tenants to appear at the Airport Management Board.

2.3(e) **Correspondence concerning the closing of the Canadian Imperial Bank of Commerce, Mount Hope Branch, between William R. Marsh, Secretary-Treasurer, Airport Tenants and Operators Committee, and Milton J. MacLean, Senior Vice-President, Canadian Imperial Bank of Commerce**

G. Etherington reported that, through negotiations and the actions of citizen lobby groups, the Mount Hope Branch of the C.I.B.C. will remain open for 12 hours per week, Monday, Wednesday, and Friday. Hours of operation are still being negotiated.

NEW BUSINESS #2

Airport Information Update (AIR 92-056)

(Wade/Mongeon)
That the Airport Information Update (AIR 92-056) be received for information. **CARRIED.**
(Attachment)

3.1 **Development of Lot C-13 - Update**

N. Catalano gave a verbal update. The Request for Proposal has been forwarded to Transport Canada. N. Catalano will have a further update at the next meeting of the Airport Management Board, Thursday, January 14, 1993.

4. OUTSTANDING BUSINESS

Liability Insurance for Environmental Protection

K. Muller reported that the Insurance Division is working with Airport staff and tenants on a scheme to create an insurance pool with other airports in an attempt to come up with a possible solution to the high cost of liability insurance.

NEW BUSINESS #3

Truck Access to Hamilton Airport

Mayor Wade advised the Board of the following recommendation made at the Transportation Services Committee on December 7, 1992:

a) That the Commissioner of Transportation/Environmental Services be directed to prepare a by-law to exempt Braun Nursery Limited, Federal Express, Normalean Farms, Oakrun Farm Bakery and United Parcel Service from the heavy vehicle prohibitions of the Region's Traffic By-law, while operating on Fiddlers Green Road, Butter Road and Airport Road;

b) That the by-law be introduced and approved, and subsequently forwarded to the Ministry of Transportation.

On motion **(Mongeon/Gregg)** the Committee moved In Camera. **CARRIED.**
On motion **(Wade/Boris)** the Committee moved Out of Camera. **CARRIED.**

3.3 **Marsh Brothers Aviation Inc. - Tour of Facility**

The Board adjourned at 9:45 a.m. for a tour of Marsh Brothers Aviation Inc.

_____

Chairman

_____

Secretary

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1992 December 9

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: Airport Information Update (AIR 92-056)

S.L. Kincaid, Airport General Manager

J.B. MacSween, Maintenance Superintendent

BACKGROUND:

1. CKOC Radio

The Airport Management Board at its meeting of November 12, 1992 received correspondence to CKOC from Pem Air Ltd., Air Laurentian, US Air Express, and Northwest Airlink re announcing the status of departures from Hamilton Airport.

Mr. Nevin Grant has contacted the airport management office and advised that this service is now available for Hamilton Airport. With the cooperation of the airlines and the airport security staff, this service will begin as early as December 14, 1992. CKOC "1150 Oldies" will call in at the security office for the flight information twice a day (6:00 a.m. and 3:30 p.m.) and broadcast it accordingly.

2. General Aviation Taxiway

The General Aviation Taxiway development which was awarded to Black Top on September 16, 1992 with a completion date of mid December will be postponed until spring of 1993 due to the inclement weather which occurred this fall. The new completion date for this development is expected to be in mid June 1993.

3. Site Preparation - Transport Canada Air Services Hangar

Ground preparation work, which is the first stage of work to build the Transport Canada Air Services Hangar and Apron, commenced on November 30, 1992. Completion of this work is scheduled for the end of January 1993 (weather permitting).

The second stage of this project consisting of the actual building of the hangar and constructing the apron is expected to go out for public tendering in early 1993.

The final stage being the constructing of a taxiway from Lot C2 to Taxiway B is expected to be tendered in April 1993. The completion of this work is scheduled for early December 1993.

CONSENT AGENDA MATERIAL

2.1

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 January 4
RET 100-20.3

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: Lease of Office Space - Transport Canada Aviation Licensing Group - Letter of Agreement (AIR 93-003)

RECOMMENDATION:

That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Letter of Agreement, as attached to Report AIR 93-003, between Transport Canada Aviation Licensing Group and the Regional Municipality of Hamilton-Wentworth for office space in the Air Terminal Building at Hamilton Airport.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Regional Council at its meeting of April 2, 1991 approved that Transport Canada Aviation Licensing Group lease office space in the Air Terminal Building and that the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the lease documents on behalf of the Region.

In light of the fact that Transport Canada and the Regional Municipality of Hamilton-Wentworth are both government agencies, a sublease agreement for the office space is not required. A Letter of Agreement between the two government agencies is sufficient. Therefore, it is recommended that the Regional Chairman, Regional Clerk and Commissioner of Finance execute this Letter of Agreement on behalf of the Region.

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Hamilton Airport
Mount Hope, Ontario
L0R 1W0

Phone: (416) 679-4151
Fax: (416) 679-6746

1992 December 15

Refer to File No. RET 100-20.3

Attention of

Ms. Catherine Carcone, PARA
Superintendent Planning and
Administration
Transport Canada
4900 Yonge Street, Suite 300
North York, Ontario
M2N 6A5

Dear Ms. Carcone:

Re: Letter of Agreement for Terminal Space - Hamilton Airport

A Letter of Agreement as outlined below will serve as authorization to sublease office space within the Air Terminal Building at Hamilton Airport.

TENANT:	Transport Canada Aviation Licensing Group
TERM:	3 Years
COMMENCEMENT:	May 1, 1991
EXPIRY:	April 30, 1994
AREA OCCUPIED:	25m² office space (2nd Floor)
RATE:	$263.75/m²
ANNUAL RENT PAYABLE:	$6,593.75 (not including G.S.T.)

In addition to the above, listed below will serve as authorization to sublease a second office located on the first floor of the Air Terminal Building. This office is known as #1179 on the main floor of the Air Terminal Building.

TENANT:	Transport Canada Aviation Licensing Group
TERM:	3 Years
COMMENCEMENT:	May 1, 1991
EXPIRY:	April 30, 1994
AREA OCCUPIED:	14.2m² (Regional Office Space)
RATE:	$100.00 per month (not including G.S.T.)

Cont'd.../2

Would you kindly review the above and have the same executed by an authorized representative of your company. Upon completion, kindly return all copies to the undersigned for Departmental execution and distribution.

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Per: _____
Chairman

_____
Clerk

_____
Commissioner of Finance

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

_____

TRANSPORT CANADA AVIATION LICENSING GROUP

_____

2.2

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1992 December 30
RET 100-01.1

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: Lease Renewal - The Champ Car Inc., c.o.b. as Avis Rent-a-Car
(AIR 93-001)

RECOMMENDATION:

a) That the application for The Champ Car Inc. to renew their lease for 4.0 square metres of counter space in the Air Terminal Building and six (6) car parking spaces located east of the Air Terminal Building be approved, subject to the following:

i) That the applicant enter into a three-year lease agreement with the Region, in a form satisfactory to the Commissioner of Legal Services and Transport Canada ;

ii) That the rental rate for 4.0 square metres of counter space be established at $441.15 per square metres per annum, and the rental rate for six (6) car parking spaces be established at $13.45 per car per month, plus a 10% administration/maintenance fee, plus the 7% G.S.T. resulting in an annual rental rate of $3,216.74 to be paid in monthly instalments of $268.06, plus realty taxes, commencing January 1, 1993, and subject to any future Transport Canada rental increases;

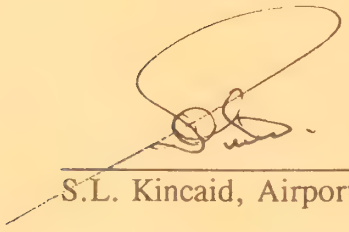
iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the lease;

iv) That the monthly rent for the counter space be credited to Office and Shop Space Account No. 1-46007-343199, the monthly rent for car parking spaces be credited to Car Rentals - Parking Account No. 1-45019-343199, and that the monthly administration/maintenance fee be credited to the Administration/Maintenance Fee Account No. 1-45137-343199;

v) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000, naming the Region and Transport Canada as co-insureds;

vi) That the thirty-day termination clause be included in the three-year sublease agreement for both parties;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the lease documents on behalf of the Region.



S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

We have been advised by our Finance Department that The Champ Car Inc. have been promptly paying their rent.

BACKGROUND:

We are in receipt of a letter from Mr. J. Correia, The Champ Car Inc., requesting that their sublease for ticket counter space and car parking spaces for renewed for a term of three years.

AVIS CAR & TRUCK RENTAL

The Champ Car Inc.
Licensee
1400 Plains Road East
Burlington, Ontario
L7R 3P8

Tel.: (416) 333-5744
Fax: (416) 634-7139

December 29, 1992.

Mirella Thompson
Hamilton Airport
P.O. Box 69
Mount Hope, Ontario.
L0R 1W0

"Sent Via Fax"

Dear Ms, Thompson,

Please be advised, The Champ Car Inc., would like to renew its lease for counter space at the Hamilton Airport, for a period of 3 years.

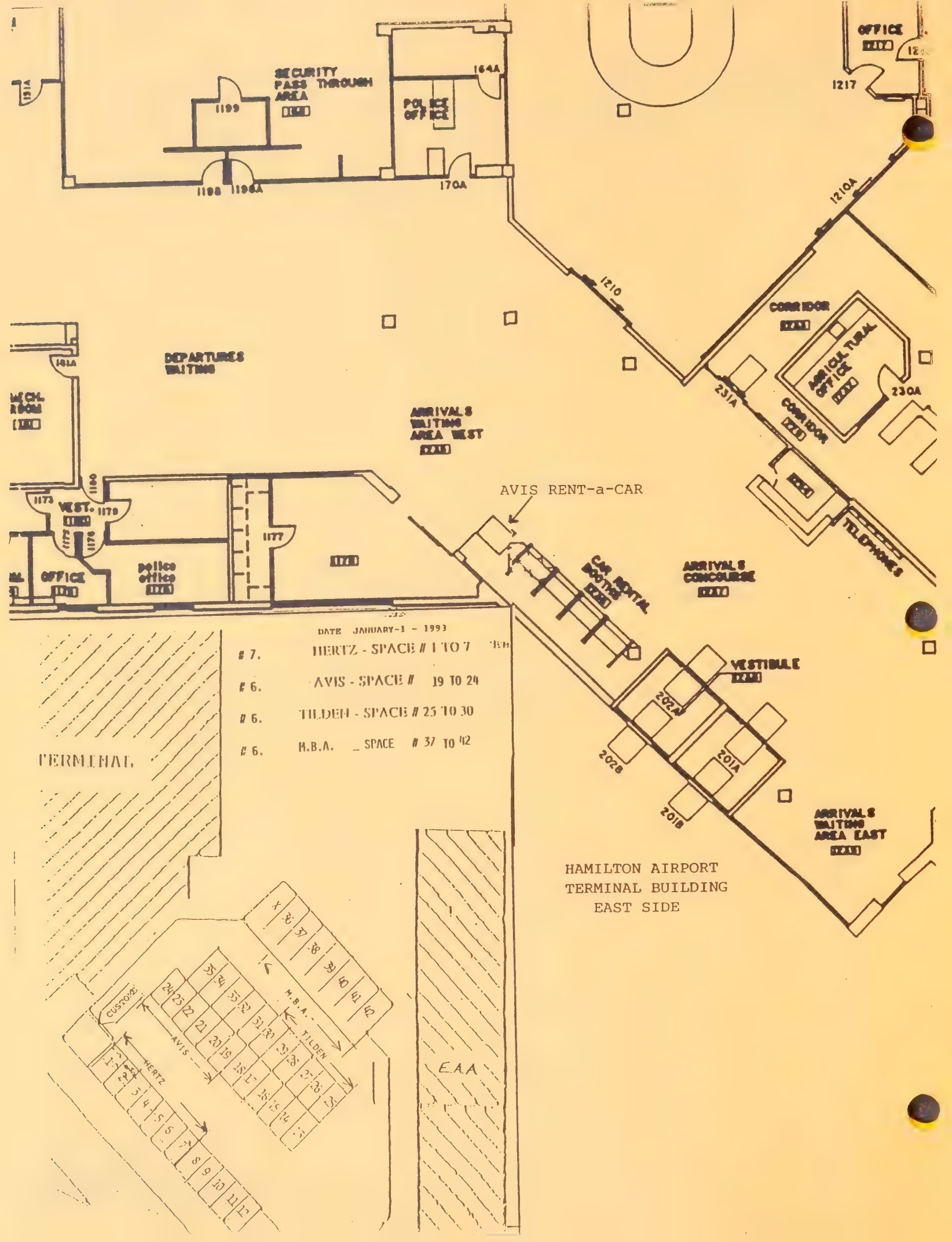
Effective January 1, 1993, we would like to reduce our parking from 14 stalls to 6. We would however, like to have the option to increase this number again should business permit.

If you should have any questions, please do not hesitate to contact us.

Yours truly,

Joe Correia
The Champ Car Inc.





HAMILTON AIRPORT
TERMINAL BUILDING
EAST SIDE

2.3

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: January 4th, 1993

REPORT TO: Chairman and Members
Airport Management Board

FROM: S.L. Kincaid
Airport General Manager

SUBJECT:

Termination of Tenancy with BP Canadian and Indemnity and Licence Agreements with BP America (AIR 93-005)

RECOMMENDATION:

a) That the Regional Corporation consent to a notice of termination for the tenancy between the Regional Corporation and BP Canadian Holdings Limited ("BP Canadian") for the operation of an aviation fuel storage and handling facility ("fuel farm") on certain lands at the Hamilton Airport ("Site 'A'") and release BP Canadian from its obligations under this tenancy, **provided that** BP America Inc. first agrees to indemnify the Regional Corporation against any liabilities, including environmental liabilities, arising out of the tenancy and that this agreement bind any successors to BP America;

b) That BP America enter into a licence agreement with the Regional Corporation for the purpose of operating a fuel farm at Site "A" until such time as it receives approval from Her Majesty in Right of Canada as represented by the Minister of Transport ("Transport Canada") and the Regional Corporation for a lease to operate a fuel farm on other lands at the Hamilton Airport ("Site 'B'") as determined by the Airport General Manager and such lease is executed by the parties;

c) That BP America enter into a licence agreement with the Regional Corporation for the purpose of entering upon Site "B" at its own risk and expense in order to prepare for the construction of a fuel farm there in the event that it receives approval from Transport Canada and the Regional Corporation for a lease for this purpose and such lease is executed by the parties;

d) That, subject to Item f), below, the notice of termination, consent, release and

indemnity referred to in Item a), above, be effective December 1st, 1992;

e) That, subject to Item f), below, the licence agreements referred to in Items b) and c), above, commence December 1st, 1992 and expire 24 months afterwards or upon the execution of a lease (if granted) between the Regional Corporation and BP America for the operation of a fuel farm at Site "B", whichever is earlier;

f) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the consent and release referred to in Item a), above, and the licence agreements referred to in Items b) and c), above, provided that such consent, release and licence agreements and the indemnity agreement referred to in Item a), above, are in a form satisfactory to the Commissioner of Legal Services and the Airport General Manager and are not effective until such execution takes place.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

In regard to the present location of the fuel farm (Site "A"), although it is desirable that an environmental audit be conducted on the site, the alternative of an indemnity provided by BP America is sufficient protection to the Regional Corporation.

So long as there is no statutory prohibition or restriction to the contrary and the authorizing Council resolution is explicit, Council is permitted to backdate the documents in question. There does not appear to be any such statutory prohibitions or restrictions. However, the backdate will not take effect until the documents requiring execution by the Regional Corporation are actually executed by the proper signing officers of the Regional Corporation.

BACKGROUND:

BP Canadian, a subsidiary of The British Petroleum Company ("BP"), is a tenant at the Hamilton Airport. It operates a fuel farm. Owing to differences over some terms set out in the Regional Corporation's standard land sublease, no formal sublease was ever entered into between the parties. Therefore, BP Canadian has had a month-to-month tenancy with the Regional Corporation, though it has been complying with the substantive terms of the unexecuted lease (for example, rent).

BP is undergoing an internal corporate reorganization. As a result, BP is selling the shares of BP Canadian. The party that intends to purchase the shares of BP Canadian does not want to assume BP Canadian's tenancy at the Airport. However, BP wishes to maintain

a fuel farm at the Airport. BP proposes that the fuel farm be continued but administrated through another subsidiary of BP, namely, BP America.

Accordingly, BP Canadian is asking the Regional Corporation to consent to the termination of its tenancy and to release it from its obligations under the tenancy. BP Canadian wishes to be able to represent to its purchaser that it is free and clear of its obligations under the tenancy. In exchange, BP America is prepared to indemnify the Regional Corporation for any liability, including environmental liability, that the Regional Corporation may incur as a result of BP Canadian's tenancy and to have this indemnity bind its successors. None of BP, BP Canadian or BP America are prepared to have an environmental audit conducted of the present location due to the cost of and the time involved in conducting an audit.

It is in the interests of the Regional Corporation to maintain this fuel farm, but not at the present location. BP America is agreeable to operating the fuel farm at a different location, but wants to avoid any interruption in the service now provided to BP Canadian's customers. It is also in the interests of the Regional Corporation that there be no disruption in this service to Airport users.

Accordingly, BP America is prepared to enter into a licence agreement to operate the fuel farm at the present location (Site "A") until such time as it receives the approval of Transport Canada and the Regional Corporation for a lease to operate a fuel farm at a different location (Site "B") and such lease is executed by the parties. In anticipation of the granting of approval for and execution of such lease, BP America is prepared to enter into a second licence agreement that will permit it to enter upon the lands, at its own risk and expense, at the Site "B" for the purpose of constructing (but not operating) a fuel farm. However, BP America understands that it is entirely within the discretion of Transport Canada and the Regional Corporation to approve the lease or not.

In the case of the notice of termination, consent, release, indemnity and licence agreements, BP Canadian and BP America have asked that they be backdated to December 1st, 1992, due to taxation reasons related to the internal corporate reorganization.

In the case of both licence agreements, BP America is agreeable to having them expire 24 months after commencement or the date of the execution of the lease (assuming approval is granted) with BP America for the operation of the fuel farm at the Site "B", whichever is earlier". As a result, if approval for the lease is granted but the lease is not executed within 24 months after the commencement of the licence agreements, BP America will be required to vacate both locations and return the premises to a condition satisfactory to the Airport General Manager.

2.4

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 January 4
010-015.3

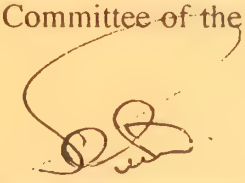
REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: 1993-1997 Non-Subsidized Capital Budget - Hamilton Airport
(AIR 93-004)

RECOMMENDATION:

That the 1993-1997 Non-subsidized Capital Budget for the Airport be approved and forwarded to the Committee of the Whole for inclusion in the Overall Capital Budget.



S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

In 1990 the Special Airport Committee included in the Region's Capital Budget an amount of $5,000,000 for the proposed extension of Runway 12L/30R. These allocations were based on a full pay back from sources other than Hamilton-Wentworth Region. These sources include: Transport Canada, landing fees, and the airport 10% Administration/Maintenance Fee.

BACKGROUND:

Transport Canada's position at the present time with respect to extending Runway 12L/30R from 8,000 feet to 10,000 feet is that they will not proceed with this extension until such need is warranted. Your Board will recollect that presentations were made by several groups indicating that in order to attract additional passenger and cargo business, Hamilton Airport requires a 10,000 foot runway.

We are confident that with the recent announcement that the Highway 6 New project to service the airport could be started within six months and the proposed extension to Runway 12L/30R will be a tremendous boost to airport business as well as adjacent industrial parks.

The conceptual plan is to extend Runway 12L/30R by 1,000 feet at both ends. Constraints and approaches to the runway dictate that existing thresholds have to remain at the present location and would become displaced thresholds.

Funds are allocated in the 1993 portion of 1993-1997 Capital Budget to commence the Environmental Assessment and Review Process.

AIRPORT
SUMMARY OF CAPITAL EXPENDITURE AND REVENUE

($000's)

	1993	1994	1995	1996	1997	TOTAL	1998	1999	2000	2001	2002
Gross Expenditure	84	1,816	3,000	0	0	4,900	0	0	0	0	0
Less: Grants & Subsidies	0	0	0	0	0	0	0	0	0	0	0
Other Revenue	84	1,816	3,000	0	0	4,900	0	0	0	0	0
Net Expenditure	0	0	0	0	0	0	0	0	0	0	0
Contribution from Current	0	0	0	0	0	0	0	0	0	0	0
Financing Required from Reserves	0	0	0	0	0	0	0	0	0	0	0

NEW PROJECTS SUMMARY

						TOTAL
Gross Expenditure	0	0	0	0	0	0
Less: Grants & Subsidies	0	0	0	0	0	0
Other Revenue	0	0	0	0	0	0
	0	0	0	0	0	0

-IN-PROGRESS SUMMARY

						TOTAL
Gross Expenditure	84	1,816	3,000	0	0	4,900
Less: Grants & Subsidies	0	0	0	0	0	0
Other Revenue	84	1,816	3,000	0	0	4,900
	0	0	0	0	0	0

AIRPORT
CURRENT BUDGET MULTI- YEAR FORECAST

($000's)

	1992 BUDGET	1993	1994	1995	1996	1997	5 YEAR TOTAL	1998	1999	2000	2001	2002
Operating Expenditure	91	101	104	106	109	111	531	114	117	120	123	126
Debt Charges - External	0	0	0	0	0	0	0	0	0	0	0	0
Debt Charges - Internal	45	39	41	42	44	46	210	49	51	53	54	56
Contribution To Capital	0	0	0	0	0	0	0	0	0	0	0	0
Total Current Budget	136	140	144	148	152	157	741	163	168	173	177	182
Rental Income - New Terminal	45	10	10	11	11	11	53	11	12	12	12	12
Less Subsidies & Other Revenue	38	64	66	68	70	72	340	74	76	78	79	81
Levy Requirement	98	66	68	69	72	74	349	78	81	83	85	88
Increase		-32.98%	3.46%	1.96%	3.45%	3.42%		5.01%	3.51%	3.41%	2.12%	3.27%
Debt Charges as % of Total Current Budget		28%	28%	28%	29%	29%		30%	30%	30%	30%	31%
Debt Charges as % of Levy Requirement		59%	60%	60%	61%	62%		63%	63%	63%	63%	63%
Incremental Operating Costs ($000's) (incorporated in above)		0	0	0	0	0						
Additional (Reduced) Debt Costs In Each Year		(6)	2	1	2	2		3	2	2	1	2

PGM=CAPPR101
DATE: 12/23/92
PAGE: 1

AIRPORT
FIVE YEAR CAPITAL BUDGET
SUMMARIZED COST REPORT
(000'S)

WORK IN PROGRESS
NON-INFLATED DOLLARS
3421000 - 3421999

	PRE 1993	1993	1994	1995	1996	1997	POST1997	TOTAL
3421001 Runway Extension					1990-1995			
EXPENDITURES	100	84	1816	3000	0	0	0	5000
GRANTS	0	0	0	0	0	0	0	0
REVENUE	100	84	1816	3000	0	0	0	5000
FINANCING REQUIRED	0	0	0	0	0	0	0	0
3421002 Parking Lot Monitoring System					1990-1991			
EXPENDITURES	30	0	0	0	0	0	0	30
GRANTS	0	0	0	0	0	0	0	0
REVENUE	25	0	0	0	0	0	0	25
FINANCING REQUIRED	5	0	0	0	0	0	0	5

2.5(a)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1992 November 30

REPORT TO: Chairman and Members
Hamilton-Wentworth Region Airport Management Board

FROM: Gerry W. Lawson
Treasurer and Commissioner of Finance

SUBJECT: AIRPORT ACCOUNTS RECEIVABLE OVER 90 DAYS
AS AT NOVEMBER 30, 1992

G.W. Lawson

BACKGROUND:

Monthly, this report is submitted to the Committee for their information. The attached appendix is a listing of the larger accounts receivable which are at least 90 days overdue as of November 30, 1992.

The total accounts receivable for the Airport is $145,012.21 of which $16,759.91 has been outstanding for more than 90 days. The accounts over $100 are listed on Appendix "A" with comments as to the status of the account and action taken by the Region.

Two new accounts were added since the previous report of October 29, 1992. Five of the accounts in that report have now been settled. In addition to the accounts on Appendix "A", there are 25 accounts under $100 outstanding over 90 days. These total $971.83.

APPENDIX "A"

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF FINANCE

Accounts Receivable Over 90 Days
Account: AIRPORT

Customer Number	Customer Name	Balance on Oct 29/92 Over 90 Days	Current Balance Over 90 Days	Comments
217	MOUNT HOPE CARTAGE (IN RECEIVERSHIP)	$ 162.50	$ 162.50	Property taxes outstanding. Payment of $415.44 received on March 9/92 from new tenant. Balance to be paid by the Receiver of Mount Hope Cartage. Proof of Claim filed on May 19/92.
239	AIR CHARTER SYSTEMS	$ 896.70	$ 896.70	Company filed proposed payment arrangement in Court on April 24/92 to avoid Bankrupt. Region filed its Proof of Claim for amount owed in respect of Landing Fees.
339	WORLD WIDE AIR CHARTER	$ 577.12	$ 577.12	Company filed Proposed Payment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed Proof of Claim for the amount owed in respect of Landing Fees.
349	SKYCRAFT AIR	$ 243.91	$ 248.91	Company under Court's protection for 90 days. Payment arrangement to be made with the Creditors. Proof of Claim filed on July 23/92. Increased amount is finance charge of Nov 02/92.
377	EAGLE AND HAWK INC.	$ 634.68	$ 634.68	Landing fee account. Collection being pursued. Invoicesredirected to Hogan Air for payment.

Customer Number	Customer Name	Balance on Oct 29/92 Over 90 Days	Current Balance Over 90 Days	Comments
401	METRO JET INC.	$ 445.31	$ 455.31	Landing fees account. Collection being pursued by Legal department. Increased amount is Finance Charge of Nov. 02/92.
416	AIR NIAGARA EXPRESS	$ 909.87	$ 915.48	Landing fees account. In Receivership as of Sept. 26/91. Region filed its Proof of Claim on Nov. 26/91. Increased amount is finance charge of Nov. 02/92.
505	AJAX AIRCRAFT	$ 478.80	$ 0	Landing fee account. Payment received in full.
574	MID CANADA SKY	$ 125.96	$ 0	Landing fee account. Payment received now.
636	PREMIER AIRLINES	$ 385.67	$ 0	Landing fee account. Payment received in full.
794	MIDWAY AIRWAYS	$ 722.44	$ 722.44	Landing fee account. Company went bankrupt June 1991. Proof of claim filed with Trustees in U.S.A. on Oct. 4/91 for invoices prior to March 26/91.
808	AMERICAN AIRLINES	$ 0	$ 477.71	Landing fees account. Collection being pursued.
853	WINGS INTERNATIONAL	$ 5,060.60	$ 5,060.60	Rental account. Collection being pursued by Legal Department through District Court.
893	QTA SERVICES	$ 0	$ 240.49	Rental account. Customer indicates settlement before Nov. 30/92.

Customer Number	Customer Name	Balance on Oct 29/92 Over 90 Days	Current Balance Over 90 Days	Comments
976	TRAN PROV. AIRLINES	$ 2,289.56	$ 0	Landing fees account. Full payment received on Nov. 06/92.
1020	AIRMARK AVIATION	$ 442.28	$ 0	Landing Fee Invoice. Payment received in full on Nov. 10/92.
1023	AIR LAURENTIAN	$ 5,917.93	$ 5,396.14	Rental/landing fees account. Customer has cash flow problem, but indicated a cheque mailed on Nov. 27/92 for $1,174.05 with balance to follow by 3rd week of December.
	SUB TOTAL	$19,298.33	$15,788.08	
	ACCOUNTS UNDER $100	$ 967.57	$ 971.83	
		$20,265.90	$16,759.91	

2.5(6)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1992 December 22

REPORT TO: Chairman and Members
Hamilton-Wentworth Region Airport Management Board

FROM: Gerry W. Lawson
Treasurer and Commissioner of Finance

SUBJECT: AIRPORT ACCOUNTS RECEIVABLE OVER 90 DAYS
AS AT DECEMBER 22, 1992

for G.W. Lawson

BACKGROUND:

Monthly, this report is submitted to the Committee for their information. The attached appendix is a listing of the larger accounts receivable which are at least 90 days overdue as of December 22, 1992.

The total accounts receivable for the Airport is $164,367.26 of which $18,905.01 has been outstanding for more than 90 days. The accounts over $100 are listed on Appendix "A" with comments as to the status of the account and action taken by the Region.

One new account is added since the previous report of November 30, 1992. One of the accounts in that report has now been settled. In addition to the accounts on Appendix "A", there are 11 accounts under $100 outstanding over 90 days. These total $300.25.

APPENDIX "A"

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF FINANCE

Accounts Receivable Over 90 Days
Account: AIRPORT

Customer Number	Customer Name	Balance on Nov 30/92 Over 90 Days	Current Balance Over 90 Days	Comments
217	MOUNT HOPE CARTAGE (IN RECEIVERSHIP)	$ 162.50	$ 162.50	Property taxes outstanding. Payment of $415.44 received on March 9/92 from new tenant. Balance to be paid by the Receiver of Mount Hope Cartage. Proof of Claim filed on May 19/92.
239	AIR CHARTER SYSTEMS	$ 896.70	$ 896.70	Company filed proposed payment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed its Proof of Claim for amount owed in respect of Landing Fees.
339	WORLD WIDE AIR CHARTER	$ 577.12	$ 577.12	Company filed Proposed Payment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed Proof of Claim for the amount owed in respect of Landing Fees.
349	SKYCRAFT AIR	$ 248.91	$ 248.91	Company under Court's protection for 90 days. Payment arrangement to be made with the Creditors. Proof of Claim filed on July 23/92. Increased amount is finance charge of Nov 02/92. Letter dated Dec 16 from Trustees indicates settlement on Feb 1/93.
377	EAGLE AND HAWK INC.	$ 634.68	$ 639.68	Landing fee account. Collection being pursued. Invoices redirected to Hogan Air for payment. Increased amount is finance charge of Dec 1/93

Customer Number	Customer Name	Balance on Nov 30/92 Over 90 Days	Current Balance Over 90 Days	Comments
401	METRO JET INC.	$ 445.31	$ 460.31	Landing fees account. Collection being pursued by Legal department. Increased amount is Finance Charge of Dec. 1/92.
416	AIR NIAGARA EXPRESS	$ 915.48	$ 873.46	Landing fees account. In Receivership as of Sept. 26/91. Region filed its Proof of Claim on Nov. 26/91. $42.02 disallowed by the Trustee in Finance Charges.
794	MIDWAY AIRWAYS	$ 722.44	$ 722.44	Landing fee account. Company went bankrupt June 1991. Proof of claim filed with Trustees in U.S.A. on Oct. 4/91 for invoices prior to March 26/91.
808	AMERICAN AIRLINES	$ 477.71	$1,785.76	Landing fees account. Collection being pursued. Increased amount is a current invoice for $1,317.67.
853	WINGS INTERNATIONAL	$ 5,060.60	$ 5,060.60	Rental account. Collection being pursued by Legal Department through District Court.
893	QTA SERVICES	$ 240.49	$ 0	Payment received in full on December 10/92.
1023	AIR LAURENTIAN	$ 5,396.14	$ 5,803.21	Rental/landing fees account. Customer has cash flow problem. A letter received from the customer which is being reviewed by the Airport staff.

Customer Number	Customer Name	Balance on Nov 30/92 Over 90 Days	Current Balance Over 90 Days	Comments
1088	AIR EUROPE	$ 0	$ 1,374.07	Invoice redirected to correct address in Italy
	SUB TOTAL	$15,788.08	$18,604.76	
	ACCOUNTS UNDER $100	$ 971.83	$ 300.25	
		$16,759.91	$18,905.01	

FEDERAL EXPRESS®

2.5(c)

FILE NO. 060-033
LETTER NO.
DEC 22 1992

APM	✓	REF. TO
ADMIN.		
MAINT.		
ERS		INIS. BY
SECURITY		FILED BY

December 15, 1992

Mr. Barry MacSween
Director of Maintenance
Hamilton Airport
Mount Hope, ON L0R 1W0

Federal Express Canada Ltd.
Vista Building "B"
P.O. Box 70
Toronto AMF, Ontario L5P 1B1
Telephone (416) 672-4000
Facsimile (416) 672-3899

Dear Mr. MacSween:

On the night of December 10, 1992 southern Ontario was hit with one of the worst winter storms in recent memory. Throughout the night you and your team managed to keep the Hamilton Airport open despite the terrible conditions.

The staff and management of Federal Express would like to take this opportunity to express our appreciation for your efforts on this night. Without your dedication to keeping the airport open, our operation would have suffered as would our service to our customers.

We would also like to make special note of the efforts of both yourself and Dave Engelbrecht in digging out our aircraft when it became stuck in the snow. Your professionalism and dedication to customer service have not gone unnoticed.

Once again thank you.

Sincerely,

Ryan Bridge
Ramp Manager/YHM
Federal Express Canada

CC: Mr. Sam Kincaid
Mr. Paul Santor

DISCUSSION AGENDA MATERIAL

3.1

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1992 December 30

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: 1993 Seminar/Retreat (AIR 93-002)

RECOMMENDATION:

That the proposed draft agenda for the 1993 Seminar/Retreat be approved.

S.L. Kincaid, Airport General Manager

BACKGROUND:

The Hamilton Region Airport Management Board at its meeting of November 12, 1992 considered a retreat for the Board members in mid February 1993.

The following is the draft agenda:

"DRAFT"

HAMILTON REGION
AIRPORT MANAGEMENT BOARD
1993 SEMINAR/RETREAT

Saturday, February 13, 1993 - Location to be Decided

10:00	*Opening Remarks*	Chairman Whynott
10:10	*Introduction to Seminar Program*	Seminar Leader

10:15	*Discussion of Airport Plans*	Airport General Manager
10:30	*The Airport's Future*	Seminar Leader
12:15	*Lunch*	
13:30	*The Role of the Board as Seen by the Board Members*	Seminar Leader
15:00	*Summation*	Seminar Leader
15:15	*Closing Remarks*	Chairman Whynott

AGENDA SUPPORTING MATERIAL:

10:15 *Discussion of Airport Plans:*

All the existing Airport Plans will be summarized including the Draft Master Plan, Marketing Plan, Retail Plan, Commercial Plan and others. The purpose of this discussion is to demonstrate the extent of the planning work that has been done, the work accomplished and the recommendations still outstanding. This discussion is meant to set the scene for the remainder of the seminar.

10:30 *The Airport's Future:*

With Transport Canada involved in three key activities that can impact Hamilton Airport, it is intended to review the possibilities flowing from the Southern Ontario Area Airports Study; the Environmental Panel examination of changes at Pearson Airport; and, the formation of the Greater Toronto Area Local Airports Authority. A discussion centred on these three factors plus the market possibilities for the Hamilton Airport will ensue. Background material will be provided.

13:30 *The Role of the Board:*

Now that the Board has completed its first year, it will be worthwhile to review its operation and effectiveness as seen by the Members. Each Member will be asked to present his opinions and ideas of the function and purpose of the Board and how these will relate to the future of the airport. A summary of the points raised will be prepared for consideration, if appropriate, at a future formal meeting of the Board.

URBAN/MUNICIPAL
CA3 ON HW L65
H18
1993

HAMILTON REGION AIRPORT MANAGEMENT BOARD

A G E N D A

DATE: Thursday, February 11, 1993

TIME: 8:30 o'clock a.m.

PLACE: **Hamilton Airport Terminal Building**

---

1. **GENERAL**

   a) **Declaration of Interest** re: Municipal Conflict of Interest Act

   b) **Minutes** of the January 14, 1993 meeting of the Hamilton-Wentworth Region Airport Management Board

2. **CONSENT AGENDA**

   2.1 **For the Information of the Committee:**

   a) Fourth Quarter Report - Landing and Parking Fees (**AIR 93-007**)

   b) Passenger Embarkation Totals - 1991 and 1992 (**AIR 93-006**)

   c) Correspondence to The Honourable Gilles Pouliot, Minister of Transportation, respecting the date of start for construction of Highway 6 from Hamilton to Caledonia

3. **DISCUSSION AGENDA**

   3.1 **Update - 1993 Seminar/Retreat**

   Verbal report by S. Kincaid, Airport General Manager

3.2 **Study Outline - Runway Extension (AIR 93-008)**

a) That the Airport General Manager be authorized and directed to prepare a "Statement of Need" in conjunction with Transport Canada for the constructing of 2,000 feet of extended runway at Hamilton Airport;

b) That "Request for Proposals" for a consultant firm to conduct the Initial Environmental Evaluation (IEE) be issued in accordance with Regional purchasing procedures at a cost not to exceed $84,000;

c) That a steering committee be formed with appropriate staff membership under the chairmanship of the Airport General Manager to engage and direct the activities of the consultant.

Note: The Report entitled "Study Design - Initial Environmental Evaluation, Hamilton Airport, Extension of Runway 12L-30R" is available in the Office of the Clerk

3.3 **Discussion of Consent Items**

4.	**OUTSTANDING BUSINESS**	**DATE**	**ACTION**	**STATUS**
	Liability Insurance for Environmental Protection	Sept.10/92	K. Muller	Pending

5. **ADJOURNMENT**

16

HAMILTON REGION AIRPORT MANAGEMENT BOARD

The Hamilton Region Airport Management Board met at 8:30 a.m. on Thursday, January 14, 1993 in the Hamilton Airport Terminal Building.

Present:	Chairman (Regional Chairman) R. J. Whynott Vice Chairman K. Gregg Councillors D. Agostino, G. Etherington, H. Merling, R. Wade, D. Wilson; Messrs. O. Boris, L. Culver, J. Monaco, J. Skelton
Absent with Regrets:	Mme. J. Mongeon
Also Present:	Messr. S. Kincaid (Airport General Manager) Messr. N. Catalano; Mmes. J. Furlani, L. Howard

1. GENERAL

a) **Declaration of Interest** re: Municipal Conflict of Interest Act: None

b) **Minutes** of the December 10, 1992 meeting of the Hamilton-Wentworth Region Airport Management Board

(Gregg/Wade)
Be received and adopted as presented. **CARRIED.**

2. CONSENT AGENDA

(Etherington/Skelton)

2.1 **Lease of Office Space - Transport Canada Aviation Licensing Group - Letter of Agreement (AIR 93-003)**

That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Letter of Agreement, as attached to Report AIR 93-003, between Transport Canada Aviation Licensing Group and the Regional Municipality of Hamilton-Wentworth for office space in the Air Terminal Building at Hamilton Airport.

2.2 **Lease Renewal - The Champ Car Inc., c.o.b. as Avis Rent-a-Car (AIR 93-001)**

a) That the application for The Champ Car Inc. to renew their lease for 4.0 square metres of counter space in the Air Terminal Building and six (6) car parking spaces located east of the Air Terminal Building be approved, subject to the following:

i) That the applicant enter into a three-year lease agreement with the Region, in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

ii) That the rental rate for 4.0 square metres of counter space be established at $441.15 per square metres per annum, and the rental rate for six (6) car parking spaces be established at $13.45 per car per month, plus a 10% administration/ maintenance fee, plus the 7% G.S.T. resulting in an annual rental rate of $3,216.74 to be paid in monthly instalments of $268.06, plus realty taxes, commencing January 1, 1993, and subject to any future Transport Canada rental increases;

iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the lease;

iv) That the monthly rent for the counter space be credited to Office and Shop Space Account No. 1-46007-343199, the monthly rent for car parking spaces be credited to Car Rentals - Parking Account No. 1-45019-343199, and the monthly administration/maintenance fee be credited to the Administration/Maintenance Fee Account No. 1-45137-343199;

v) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000, naming the Region and Transport Canada as co-insureds;

vi) That the thirty-day termination clause be included in the three-year sublease agreement for both parties;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the lease documents on behalf of the Region.

2.3 Termination of Tenancy with BP Canadian and Indemnity and Licence Agreements with BP America (AIR 93-005)

a) That the Regional Corporation consent to a notice of termination for the tenancy between the Regional Corporation and BP Canadian Holdings Limited ("BP Canadian") for the operation of an aviation fuel storage and handling facility ("fuel farm") on certain lands at the Hamilton Airport ("Site 'A'") and release BP Canadian from its obligations under this tenancy, **provided that** BP America Inc. first agrees to indemnify the Regional Corporation against any liabilities, including environmental liabilities, arising out of the tenancy and that this agreement bind any successors to BP America;

b) That BP America enter into a licence agreement with the Regional Corporation for the purpose of operating a fuel farm at Site "A" until such time as it receives approval from Her Majesty in Right of Canada as represented by the Minister of Transport ("Transport Canada") and the Regional Corporation for a lease to operate a fuel farm on other lands at the Hamilton airport ("Site 'B'") as determined by the Airport General Manager and such lease is executed by the parties;

c) That BP America enter into a licence agreement with the Regional Corporation for the purpose of entering upon Site "B" at its own risk and expense in order to prepare for the construction of a fuel farm there in the event that it receives approval from Transport Canada and the Regional Corporation for a lease for this purpose and such lease is executed by the parties;

d) That, subject to Item (f), below, the notice of termination, consent, release and indemnity referred to in Item (a), above, be effective December 1st, 1992;

e) That, subject to Item (f), below, the licence agreements referred to in Items (b) and (c), above, commence December 1st, 1992 and expire 24 months afterwards or upon the execution of a lease (if granted) between the Regional Corporation and BP America for the operation of a fuel farm at Site "B", whichever is earlier;

f) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the consent and release referred to in Item (a), above, and the licence agreements referred to in Items (b) and (c), above, **provided that** such consent, release and licence agreements and the indemnity agreement referred to in Item (a), above, are in a form satisfactory to the Commissioner of Legal Services and the Airport General Manager and are not effective until such execution takes place.

2.4 **1993-1997 Non-Subsidized Capital Budget - Hamilton Airport (AIR 93-004)**

That the 1993-1997 Non-Subsidized Capital Budget for the Airport be approved and forwarded to the Committee of the Whole for inclusion in the Overall Capital Budget.

2.5 **For the Information of the Board:**

a) Airport Accounts Receivable Over 90 Days as at November 30, 1992

b) Airport Accounts Receivable Over 90 Days as at December 22, 1992

c) Correspondence to Barry MacSween, Director of Maintenance, from Ryan Bridge, Ramp Manager/YHM, Federal Express Canada, concerning operations during the snow storm on December 10, 1992.

CARRIED.

3. **DISCUSSION AGENDA**

3.1 **1993 Seminar/Retreat (AIR 93-002)**

(Gregg/Wade)

a) That the proposed draft agenda for the 1993 Seminar/Retreat be approved;

b) That the Chairman and the Airport General Manager arrange for an appropriate facilitator and location for the session.

CARRIED.

NEW BUSINESS #1

Highway 6 (New) - Hamilton to Caledonia

(Agostino/Boris)
That the Chairman of the Airport Management Board write to the Minister of Transportation regarding the date of start for construction of Highway 6 from Hamilton to Caledonia. **CARRIED.**
(Attachment)

NEW BUSINESS #2

Airport Marketing

N. Catalano presented the Board with an update on the marketing brochure which is being prepared. **(No Attachment)**

On motion **(Wade/Gregg)** the Board moved In Camera. **CARRIED.**
On motion **(Agostino/Wilson)** the Board moved Out of Camera. **CARRIED.**

The Board adjourned at 10:05 a.m.

_____
Chairman

_____
Secretary

2·1a

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 January 27
050-007.2

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: Fourth Quarter Report - Landing and Parking Fees
(AIR 93-007)

S.L. Kincaid, Airport General Manager

BACKGROUND:

Attached to this report is the Hamilton Airport Landing Fee Revenues for 1991/92.

You will note that the fees for 1992 are $516,225.69, an increase of $62,378.67 over 1991. Although passenger embarkation totals have decreased over the past few years, aircraft landing and parking fees have steadily increased and this is mainly due to United Parcel Service, Federal Express, their small aircraft feeders and various charters which utilize the Hamilton Airport.

It should be noted that the 10% Administration/Maintenance Fee did not take effect in the airport's landing fee billing system until October, 1991 and that the revised Air Services Fees Regulations came into effect in April, 1991. The 1993 and 1992 report, when submitted, will give a better idea of increases or decreases in business levels.

LANDING FEE REVENUES

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS	BUDGET	VARIANCE
1991															
45028-343199 CFR	$0.00	$620.00	$0.00	$1,831.00	$862.00	$1,540.00	$2,400.00	$2,605.00	$3,290.00	$126.00	$281.00	$730.38	$14,285.38	$26,000.00	($11,714.62)
45030-343199 PARKING	$4,735.75	$4,589.95	$3,894.45	$3,159.10	$3,649.80	$4,980.28	$4,635.65	$5,352.98	$5,044.53	$4,576.17	$4,772.68	$4,434.13	$53,825.47	$25,000.00	$28,825.47
45032-343199 AIRLINE-DOMEST	$8,483.30	$10,128.19	$9,185.03	$8,904.14	$10,540.26	$9,786.28	$9,009.95	$9,040.82	$8,403.18	$7,490.45	$6,817.02	$8,661.69	$106,450.31	$123,750.00	($17,299.69)
45033-343199 AIRLINE-INT'L	$10,848.28	$9,900.72	$10,859.92	$12,713.35	$11,851.50	$14,016.63	$12,970.14	$13,556.84	$14,924.04	$15,601.78	$10,498.26	$12,172.80	$149,914.26	$166,750.00	($16,835.74)
45034-343199 OTHER-DOMESTI	$8,192.67	$7,025.31	$7,752.77	$8,655.76	$9,443.13	$8,955.23	$6,885.07	$9,252.10	$9,477.69	$11,166.23	$10,182.93	$8,584.41	$105,573.30	$98,750.00	$6,823.30
45035-343199 OTHER-INT'L	$952.53	$775.62	$993.71	$1,375.90	$2,550.79	$2,612.48	$2,120.89	$2,583.37	$4,053.06	$2,476.50	$1,815.49	$1,487.96	$23,798.30	$27,750.00	($3,951.70)
SUBTOTAL	$33,212.53	$33,039.79	$32,685.88	$36,639.25	$38,897.48	$41,890.90	$38,021.70	$42,391.11	$45,192.50	$41,437.13	$34,367.38	$36,071.37	$453,847.02	$468,000.00	($14,152.98)
45137-343199 10% ADMIN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,143.71	$3,436.74	$3,607.14	$11,187.59	$10,000.00	$1,187.59
22836-011 7% GST	$2,325.00	$2,312.77	$2,288.01	$1,941.33	$2,722.82	$2,932.36	$2,661.52	$2,967.32	$3,163.48	$3,190.66	$2,646.29	$2,777.50	$31,929.06	N/A	N/A
GRAND TOTALS	$35,537.53	$35,352.56	$34,973.89	$38,580.58	$41,620.30	$44,823.26	$40,683.22	$45,358.43	$48,355.98	$48,771.50	$40,450.41	$42,456.01	$496,963.67	$478,000.00	$18,963.67
1992															
45028-343199 CFR	$126.00	$217.00	$215.00	$2,332.00	$2,045.40	$708.00	$2,322.00	$2,029.94	$2,875.18	$958.00	$405.00	$0.00	$14,233.52	$15,000.00	($766.48)
45030-343199 PARKING	$4,401.62	$4,419.05	$5,125.08	$5,637.59	$4,781.14	$4,996.61	$3,687.57	$3,506.56	$3,755.30	$3,697.34	$3,839.23	$3,449.89	$51,296.98	$40,000.00	$11,296.98
45032-343199 AIRLINE-DOMEST	$10,429.81	$10,032.11	$13,633.09	$11,958.15	$11,084.57	$11,278.00	$17,063.78	$13,056.08	$14,493.71	$14,752.49	$15,361.77	$15,808.73	$158,952.29	$160,000.00	($1,047.71)
45033-343199 AIRLINE-INT'L	$10,995.90	$9,954.82	$11,425.34	$14,558.72	$14,086.72	$16,408.38	$15,503.08	$15,920.92	$16,390.26	$18,327.30	$19,388.82	$21,321.20	$184,281.46	$150,000.00	$34,281.46
45034-343199 OTHER-DOMESTI	$7,242.02	$8,816.61	$9,425.24	$8,485.19	$8,313.81	$8,998.52	$4,936.86	$4,341.31	$3,367.18	$3,958.97	$3,775.98	$3,947.73	$75,609.42	$90,000.00	($14,390.58)
45035-343199 OTHER-INT'L	$5,922.97	$1,166.08	$2,002.60	$4,402.60	$2,388.00	$4,232.24	$2,946.00	$2,504.53	$1,161.16	$1,459.48	$2,036.52	$1,629.84	$31,852.02	$20,000.00	$11,852.02
SUBTOTAL	$39,118.32	$34,605.67	$41,826.35	$47,374.25	$42,699.64	$46,621.75	$46,459.29	$41,359.34	$42,042.79	$43,153.58	$44,807.32	$46,157.39	$516,225.69	$475,000.00	$41,225.69
45137-343199 10% ADMIN	$3,911.83	$3,460.57	$4,182.64	$4,737.43	$4,269.98	$4,662.18	$4,645.93	$4,135.92	$4,204.30	$4,315.36	$4,480.73	$4,615.74	$51,622.61	$60,000.00	($8,377.39)
22836-011 7% GST	$3,012.11	$2,664.64	$3,220.63	$3,647.82	$3,287.88	$3,589.88	$3,577.36	$3,130.97	$2,984.73	$3,322.83	$3,450.15	$3,554.12	$39,443.12		
GRAND TOTALS	$46,042.26	$40,730.88	$49,229.62	$55,759.50	$50,257.50	$54,873.81	$54,682.58	$48,626.23	$49,231.82	$50,791.77	$52,738.20	$54,327.25	$607,291.42	$535,000.00	$72,291.42
AMOUNT OF INCREASE/DECRE (CALCULATED WITHOUT GST)	$9,817.62	$5,026.45	$13,323.11	$15,472.43	$8,072.14	$9,393.03	$13,083.52	$3,104.15	$1,054.59	$1,888.10	$11,483.93	$11,094.62	$102,813.69	$57,000.00	
% OF INCREASE/DECREASE	29.56%	15.21%	40.76%	42.23%	20.75%	22.42%	34.41%	7.32%	2.33%	4.14%	30.38%	27.96%	22.11%	11.92%	

2-1b

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 January 27
120-003

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: Passenger Embarkation Totals - 1991 and 1992
(AIR 93-006)

S.L. Kincaid, Airport General Manager

BACKGROUND:

Attached to this report is the Hamilton Airport passenger embarkation totals for 1991 and 1992.

The total figures represent passengers departing from this airport only. For passengers embarking and disembarking the total should be doubled.

You will note that the total passenger embarkations for 1991 was 32,455 and the total for 1992 was 26,159, a decrease of 6,296.

1991

Airline	Jan 91	Feb 91	Mar 91	Apr 91	May 91	Jun 91	Jul 91	Aug 91	Sept 91	Oct 91	Nov 91	Dec 91	Totals
USAir Express	1161	1113	1217	1203	1286	1121	1009	1106	1161	1321	1012	987	13697
Canadian Partn	2058	2125	2365	2066	2264	1927	1453	1405	1493	0	0	0	17156
C.A.I.L.	280	0	0	0	0	0	0	0	0	0	0	0	280
Air Laurentian	0	0	0	0	0	0	0	0	0	169	292	337	798
Pem Air	0	0	0	0	0	0	0	0	0	145	203	176	524
													0
													0
													0
Totals	3499	3238	3582	3269	3550	3048	2462	2511	2654	1635	1507	1500	32455

1992

Airline	Jan 92	Feb 92	Mar 92	Apr 92	May 92	Jun 92	Jul 92	Aug 92	Sept 92	Oct 92	Nov 92	Dec 92	Totals
USAir Express	901	1059	1372	1153	1135	871	789	787	904	1024	1060	1086	12141
Air Laurentian	395	484	453	492	492	378	256	285	456	506	415	352	4964
Pem Air	164	152	178	175	263	294	186	171	375	248	208	187	2601
Northwest Airlink	0	0	0	0	135	480	305	312	419	578	458	514	3201
Suntrek	0	0	0	0	0	0	0	0	0	510	1242	1500	3252
Totals	1460	1695	2003	1820	2025	2023	1536	1555	2154	2866	3383	3639	26159

2-1 c

THE REGIONAL MUNICIPALITY
OF HAMILTON - WENTWORTH

Office of the Chairman

January 19, 1993

The Honourable Gilles Pouliot
Minister of Transportation
3rd Floor, Ferguson Block
77 Wellesley Street West
Toronto, Ontario
M7A 1Z8

Dear Minister:

We were very pleased to receive the announcement from your colleague, M.P.P. Mark Morrow, last week concerning the approval for construction of the New Highway #6 linking Highway #403 to Hamilton Airport and then south to the Caledonia bypass. In fact, it was the greatest news we have heard in some time and it was impressive to see the positive and supportive reaction amongst the officials and the citizens attending the press conference. The media has reacted exceptionally well in this instance and the citizen interest is high, thus you can be assured that your initiative is widely welcomed in this Region.

It is realized that intensive detailed planning must now commence and in that regard we are prepared to assist you in any appropriate way. We can provide your Ministry with our detailed airport development plans and forecasts of future activity. With the integration of the airports' system visualized in the GTA Local Airport Authority, a four lane highway link between Pearson and Hamilton airports will allow both these facilities to prosper and grow in harmony with one another and the surrounding communities. As well, I feel certain that we can assist in dealing with the purely local concerns that have been raised in relation to highway routing. In fact, some of our people have been in contact with those expressing concerns and we have determined that there may exist compromises that will satisfy all parties. We look forward to working with your officials on all of these matters.

.....2

P.O. Box 910, Hamilton, Ontario L8N 3V9
Tel: (416) 546-4200 Fax: (416) 546-2340

To assist us in the co-ordination of our planning and in our discussions with proponents of development on the airport, or in its vicinity, we need your advice as to when construction of the highway will commence. Such information will permit us to more aggressively market airport opportunities and to integrate our own internal development activities with your program.

Mr. Minister, this has been a most welcome announcement that has given the entire community a boost just at the right time. I thank you most sincerely for your efforts on our behalf.

Sincerely,

Reg Whynott

R.J. (Reg) Whynott
Regional Chairman

cc - Area M.P.P.'s
- S. Kincaid, Airport General Manager

3.2

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 January 29
010-015.3

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: Study Outline - Runway Extension
(AIR 93-008)

RECOMMENDATION:

a) That the Airport General Manager be authorized and directed to prepare a "Statement of Need" in conjunction with Transport Canada for the constructing of 2,000 feet of extended runway at Hamilton Airport.

b) That "Request for Proposals" for a consultant firm to conduct the Initial Environmental Evaluation (IEE) be issued in accordance with Regional purchasing procedures at a cost not to exceed $84,000.

c) That a steering committee be formed with appropriate staff membership under the chairmanship of the Airport General Manager to engage and direct the activities of the consultant.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Funds are allocated in the 1993 portion of the 1993-1997 Capital Budget to commence the Environmental Assessment and Review Process. These funds ($84,000) have been allotted for the hiring of a consultant to conduct the Initial Environmental Evaluation (IEE).

As indicated in Report AIR 93-004 (1993-1997 Non-Subsidized Capital Budget) at the Airport Management Board meeting of January 14, 1993, these allocations were based on a full pay back from sources other than Hamilton-Wentworth Region. These sources include: Transport Canada, landing fees, and the airport 10% Administration/Maintenance Fee.

BACKGROUND:

During 1992, a consultant firm specialist in environmental matters was contracted to investigate and advise of the environmental assessment procedures required for prior to constructing 2,000 feet of extended runway at Hamilton Airport. The consultant report is now complete and is attached for Board members attention.

The report advised that at a minimum, for this type of project, an Initial Environmental Evaluation (IEE) is required under the Federal Environmental Assessment Guidelines. As part of that process a "Statement of Need" will have to be prepared in consultation with Transport Canada, the proponent federal department. Once that action is taken, it is customary to engage a consultant firm expert in these matters to conduct the IEE. A steering committee should be formed with appropriate staff membership under the chairmanship of the Airport General Manager to engage and direct the activities of the consultant in accordance with Regional purchasing procedures. The Transport Canada Superintendent of Environment will be required to provide expert assistance and advice throughout the process.

URBAN/MUNICIPAL
CA3 ON HW L65
H18
1993

Ruth Greenwood
Hamilton Public Library
2nd Fl., 55 York Blvd.
Hamilton, Ontario
L8R 3K1

HAMILTON REGION AIRPORT MANAGEMENT BOARD

A G E N D A

DATE: Thursday, March 11, 1993

TIME: 8:30 o'clock a.m.

PLACE: **Hamilton Airport Terminal Building**

URBAN MU
MAD
GOVERNMENT DOCUMENTS

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1. **GENERAL**

   a) **Declaration of Interest** re: Municipal Conflict of Interest Act

   b) **Minutes** of the February 11, 1993 meeting of the Hamilton-Wentworth Region Airport Management Board

2. **CONSENT AGENDA**

   2.1 **Special Occasion Permit - Hamilton International Air Show (AIR 93-011)**

   a) That The Regional Municipality of Hamilton-Wentworth support the application for a Special Occasion Permit for liquor during the Volunteer Appreciation Night and the Hamilton Air Show on June 18, 19 and 20, 1993 as per letter dated February 19, 1993 from Matt Yardley, Director of Distribution, Aeroheritage, Hamilton International Air Show;

   b) That a copy of Regional Council's resolution on the above-mentioned be forwarded to Mr. M. Yardley, Director of Distribution, Aeroheritage, Hamilton International Air Show.

2.2 **Lease Renewal - United Parcel Services (AIR 93-009)**

a) That the application for United Parcel Service to renew their lease for 197.60 square metres of the Ontario Hamilton Project Team (OHPT) Building and 1,090 square metres of related parking area be approved, subject to the following:

i) That the applicant enter into a one-year sublease agreement with the Region in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

ii) That the rental rate for 197.60 square metres of the OHPT Building be established at $82.12 per square metre per annum and for 1,090 square metres of related parking area at $2.03 per square metre per annum, plus a 10% administrative/ maintenance fee, plus the 7% G.S.T., resulting in an annual rental rate of $21,703.42 to be paid in monthly instalments of $1,808.62, plus realty taxes commencing March 1, 1993 and subject to any future Transport Canada rental increases;

iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the sublease;

iv) That the monthly rent for the OHPT Building be credited to Office & Shop Space - Account No. 1-46007-343199, the monthly rent for the related parking area be credited to Land Rental - Account No. 1-46006-343199, and that the monthly administration/maintenance fee be credited to the Administration/Maintenance Fee - Account No. 1-45137-343199;

v) That the applicant be requested to provide the Region with the necessary Comprehensive and Liability Insurance, naming the Region and Transport Canada co-insureds;

vi) That the thirty-day termination clause be included in the one-year sublease agreement for both parties;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the sublease documents on behalf of the Region.

2.3 **Small Parking Lot - Parking Charges - Hamilton Airport (AIR 93-010)**

That the present policy for free parking at the Hamilton Airport, in the small parking area adjacent to the Air Terminal Building which is limited to two hours, be maintained.

2.4 **For the Information of the Committee:**

a) Major Structural Fire - Hamilton Airport - Hangar #3, Canadian Warplane Heritage Maintenance Hangar **(AIR 93-013)**

b) Airport Accounts Receivable Over 90 Days as at February 26, 1993

c) Correspondence to the Ancaster News Journal from Mr. Ed van Oosterhout, Manager, Sales & Services, Air Laurentian, respecting the artical "403 Link Will Take 2 Years: Engineer", Ancaster News Journal, February 3, 1993

d) News Release from the Federal Environmental Assessment Review Office respecting "Pearson Environmental Assessment Panel Sends Letter to Federal Environment Minister Jean Charest"

3. DISCUSSION AGENDA

3.1 **Southern Ontario Area Airports Study (AIR 93-014)**

That the Airport General Manager be authorized and directed to advise Transport Canada that the Hamilton Region Airport Management Board wishes to provide input to the Southern Ontario Area Airports Study.

Note: The report "Air Traffic Management in Southern Ontario" has been distributed to Airport Management Board Members and is also available for perusal in the Office of the Regional Clerk.

3.2 **Transport Canada "Policy for Letting of Land for Aviation Related Activities (AIR 93-015)**

That the Chairman of the Hamilton Region Airport Management Board send a copy of the Airport General Manager's letter to Transport Canada concerning the vesting issue directly to the Minister of State for Transport, Shirley Martin, with a covering letter.

3.3 **Discussion of Consent Items**

4.	OUTSTANDING BUSINESS	DATE	ACTION	STATUS
	Liability Insurance for Environmental Protection	Sept.10/92	K. Muller	Pending

5. **ADJOURNMENT**

16)

HAMILTON REGION AIRPORT MANAGEMENT BOARD

The Hamilton Region Airport Management Board met at 8:30 a.m. on Thursday, February 11, 1993 in the Hamilton Airport Terminal Building.

Present:	Chairman (Regional Chairman) R. J. Whynott Vice Chairman K. Gregg Councillors G. Etherington, H. Merling, R. Wade, Mme. J. Mongeon; Messrs. O. Boris, L. Culver, J. Monaco, J. Skelton
Absent with Regrets:	Councillor D. Agostino - City Business Councillor D. Wilson - City Business
Also Present:	Councillor F. MacIntyre; Messrs. S. L. Kincaid (Airport General Manager), N. Catalano, J. Fudge, B. MacSween, K. Muller; Mmes. J. Furlani, S. Renshaw, L. Howard

1. GENERAL

a) **Declaration of Interest** re: Municipal Conflict of Interest Act: None

b) **Minutes** of the January 14, 1993 meeting of the Hamilton Region Airport Management Board

(Etherington/Skelton)
Be received and adopted as presented. **CARRIED.**

2. CONSENT AGENDA

(Gregg/Monaco)

2.1 **For the Information of the Committee:**

a) Fourth Quarter Report - Landing and Parking Fees **(AIR 93-007)**

b) Passenger Embarkation Totals - 1991 and 1992 **(AIR 93-006)**

c) Correspondence to The Honourable Gilles Pouliot, Minister of Transportation, respecting the date of start for construction of Highway 6 from Hamilton to Caledonia **CARRIED.**

3. DISCUSSION AGENDA

3.1 Update - 1993 Seminar/Retreat

Verbal report by S. Kincaid, Airport General Manager

3.2 Study Outline - Runway Extension (AIR 93-008)

(Mongeon/Wade)

a) That the Airport General Manager be authorized and directed to prepare a "Statement of Need" in conjunction with Transport Canada for the constructing of 2,000 feet of extended runway at Hamilton Airport;

b) That "Request for Proposals" for a consultant firm to conduct the Initial Environmental Evaluation (IEE) be issued in accordance with Regional purchasing procedures at a cost not to exceed $84,000;

c) That a steering committee be formed with appropriate staff membership under the chairmanship of the Airport General Manager to engage and direct the activities of the consultant. **CARRIED.**

NEW BUSINESS #1

Liability Insurance for Environmental Protection

K. Muller updated the Board respecting the creation of an insurance pool with other airports. The Supervisor of Insurance has written to Transport Canada but has not yet received a response. **(No attachment)**

NEW BUSINESS #2

(Wade/Gregg)
That the following items be received:

a) Correspondence to Mr. R. S. Dunning, Liquor Control Board of Ontario, from the Honourable Shirley Martin, Minister of State Transport, respecting the authorization of a duty-free store for Hamilton Region Airport

(Attachment)

b) Correspondence to Regional Chairman R. J. Whynott from Bob Mackenzie, M.P.P. Hamilton East respecting Highway 6 (New) linking Highway #403 to the Hamilton Airport **(Attachment)**

c) Article from Canadian Flight/January-February 1993 entitled "COPA Opposes Airport Vesting Policy **(Attachment)**

d) Correspondence to the Ancaster Journal from the Airline Employes of Hamilton Airport in response to the article "403 Link Will Take 2 Years: Engineer", Ancaster News Journal, February 3, 1993 **(Attachment)**

e) Correspondence to Mr. L. Rogers, Regional Directors Airports Group, Transport Canada from Mr. Samuel L. Kincaid, Airport General Manager, respecting 1993 Operations & Maintenance Budget Revisions - Hamilton Airport

(Attachment)
CARRIED.

NEW BUSINESS #3

Parking Passes

Parking passes were distributed in order to permit Board members to park anywhere in the Airport parking lot without being ticketed.

The Board adjourned at 9:25 a.m.

_____
Chairman

_____
Secretary

RECEIVED FEB 0 9 1993

Minister of State
Transport

CANADA

Ministre d'État
Transports

AIRPORT MANAGEMENT BOARD
February 11, 1993 N.B. #2(a)

FEB
FEV -3 1993

Mr. Rowland S. Dunning
Executive Director
Corporate Services
Liquor Control Board of Ontario
55 Lakeshore Boulevard East
Toronto, Ontario
M5E 1A4

Dear Mr. Dunning:

Mr. R.J. Whynott, Chairman of the Regional Municipality of Hamilton-Wentworth, has kindly provided me with a copy of his letter to you of October 26, 1992, concerning the authorization of a duty-free store for Hamilton International Airport.

I appreciate the fact that, over the years, your office has been most supportive of the marketing efforts of the Hamilton Airport management to sustain a transborder duty-free service.

Although these endeavours have not been successful to date, the anticipated traffic figures indicated in Mr. Whynott's letter appear encouraging and should warrant a fresh evaluation of this business opportunity. To this end, I have directed my Ontario regional officials to assist the airport with this project if required.

Your ongoing support is greatly appreciated.

Yours sincerely,

ORIGINAL SIGNED BY
ORIGINALE SIGNÉE PAR
HON. SHIRLEY MARTIN

Shirley Martin

c.c. Mr. R.J. Whynott

4

Ottawa, Canada K1A 0N5

Parliament Building
Queen's Park
Toronto, Ontario
M7A 1A2

Ontario

LEGISLATIVE ASSEMBLY

BOB MACKENZIE, MPP
Hamilton East

Constituency Office
1522 Main Street East
Hamilton, Ontario
L8K 1E3
(416) 544-9644
Fax (416) 544-5152

AIRPORT MANAGEMENT BOARD
February 11, 1993 N.B. #2(b)

HAMILTON
February 5, 1993

Mr. R.J. Whynott
Regional Chairman,
Regional Municipality of Hamilton-Wentworth
P.O. Box 910,
Hamilton, Ontario
L8N 3V9

Dear Reg,

Thank you for forwarding to me a copy of your letter dated January 19, 1993, originally addressed to the Honourable Gilles Pouliot, Minister of Transportation.

I appreciate your eagerness to receive from the Minister, some advice as to the likely time frames concerning the commencement of the new highway # 6 linking highway # 403 to Hamilton Airport. It is my intention to remind the Minister of your request so that you may receive the information in a timely manner.

Once again, thank you for sharing this correspondence with me.

Sincerely,
Bob Mackenzie
Bob Mackenzie
M.P.P. Hamilton East

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dke

c.c. Honourable Gilles Pouliot, Minister of Transportation

P.S. As you may be aware my old constituency office was recently destroyed in a fire. We have found a new office at 196 Parkdale Avenue North, Unit B, L8H 5X2, and will be up and running at this location very shortly. If you wish to correspond with me further you may write to me at that address, or the old address, as all mail for the old office is being held at the Post office for my personal pickup and will continue to be redirected to my new office for several months.

AIRPORT MANAGEMENT BOARD
February 11, 1993 N.B. #2(c)

COPA Opposes Airport Vesting Policy

The Canadian Owners and Pilots Association has joined forces with other aviation organizations in vigorously opposing the Federal Government's proposed policy with regard to the vesting of privately-owned buildings constructed on leased airport land. The policy was outlined in a government discussion paper issued in April, 1992 which stated that "where a tenant leases airport land and erects a building . . . the building immediately becomes the property of the Crown". The paper further stipulated that the tenants, at their own expense, are to maintain the buildings to government specifications, and to pay rent for the use of the buildings, as well as the rent on the land. Finally, at the expiration of the lease, or the renewal thereof, the government is to own the entire property — the land, buildings and improvements — while the tenant will own nothing.

The government attempts to justify these rather remarkable proposals with the following statement:

"Each lease of land on an airport usually involves the tenant constructing a facility (i.e. improvements) on the leased land to carry out its business . . . 'vesting' is a fundamental principle of Common Law that 'whatever is affixed to the land belongs to the land'. In terms of airport land, this means that where a tenant leases land and erects a building on the land, or makes other improvements to the land, the building or the improvements immediately become the property of the owner, the Crown in this case — not the tenant. The tenant, however enjoys the use of the building or improvements for the duration of the time that the land has been leased. The principle of title to the building or improvements vesting in the owner of the land takes effect even though it is not specifically referred to in the land lease agreement because it is enshrined in Common Law".



HAROLD N. BUTLER
COPA Vice-President and Chairman of Land Use Committee

From the foregoing it will be seen that the tenants' position is one of necessity, yet helplessness. The government proposal would take full advantage of this in a very one-sided policy that would transfer vast amounts of valuable real estate to the Crown at the expense of private citizens. In the view of many observers, including the affected tenants, such a policy is "harsh and unconscionable" and would not likely survive that test in any Canadian court.

In preparing its approach to the government officials concerned, the COPA executive will be relying on a detailed background paper developed by Vice-President Harold Butler, to be followed by consultations with other interested aviation associations as well as the appropriate legal authorities. The following paragraphs have been adapted from the analy-



Heard in the House of Commons

Mr. David Bjornson (Selkirk-Red River): Madam Speaker, I would like to direct a question to the Minister of Transport

The House knows the leasing arrangements between the Department of Transport and the small tenants at Canadian airports across Canada are archaic and unfair, and I believe border on the edge of theft.

I know the minister, along with myself, has received a number of requests to have these leasing arrangements brought forward and changed so that there would be a true business-like arrangement.

Maybe the minister could tell me if anything has been done to re-evaluate these leasing arrangements.

Hon. Shirley Martin (Minister of State (Transport)): Madam Speaker, I thank the member for his interest in this topic. I know he has been working on it, as has the member for Regina-Wascana.

I am pleased to say that as a result of some new factors represented primarily by the recently enacted Federal Real Property Act, the department is currently finalizing proposals for my consideration. A draft paper will be available by the end of the year. It will go out to all interested parties. We will then be able to sit down and get their input and I am sure we will be able to solve this problem.

— Hansard, Nov, 27, 1992

sis prepared by Mr. Butler, who is also the chairman of COPA's Land Use Committee.

The fundamental goal of the Canadian Owners and Pilots Association (COPA) is the protection of general aviation throughout Canada. In recent months COPA has received an alarming number of complaints concerning the government's intention to confiscate privately-owned buildings located on airport lands. The Federal Government's refusal to renew expired leases without a vesting clause (transferring ownership of the building to the Crown) has put many Fixed Based Operators with mortgages in an untenable position.

In promulgating this policy, the Government of Canada has relied upon an obscure interpretation of common law, about which little is known in practice. By contrast, it is COPA's position that all Canadians have the right to own Real Property and the right not to be deprived thereof except in accordance with the principles of fundamental justice.

And let there be no doubt about "vesting". Vesting is not a doctrine or a principle of law. In the English language, vesting used in a legal sense is simply a word that means "transferring legal rights".

Other reasons given for this policy are based entirely on Treasury Board concerns and are designed to try to boost government revenues. The emphasis is placed on Transport Canada's duty to manage its assets (the lands) to the maximum long-term economic advantage of the government.

The point needs to be made here that the land is not an asset that belongs to Transport Canada. The land belongs to the Canadian people. The duty that Transport Canada has is to the Canadian people and the most deserving Canadians, in this particular case, are the land tenants who take all the risks of equity investment in general aviation while making a valuable contribution, both to the economy and to the Canadian Government.

There is insight to be gained from looking at some past history in this matter. Large estates were transferred to government once before at airports across Canada. Federal, Provincial and Municipal Governments took possession of vast amounts of real estate following World War II. Since that time, many of the buildings have deteriorated and have been demolished. It is estimated that something in the order of 90% of these properties have now reverted to vacant land.

Experience would seem to indicate that the best alternative for the Federal Government with respect to management of airport real estate would be to encourage the involvement of private enterprise by making the land available on extremely favourable terms as an incentive to investors in general aviation.

As matters stand, it is the view of most tenants that any policy which requires them to surrender valuable real estate to the Canadian Government without payment is simply a form of expropriation without compensation. As the Government of Canada is clearly obligated to compensate Canadians for property that it takes or expropriates, there is no justification for disguising the issue as "vesting" and to confiscate private property without paying for it.

It is perhaps surprising — but nevertheless true — that there is no aviation problem cited in the government's policy on vesting. The vesting policy is not prompted by some need or desire to solve a problem in aviation. There is no evidence that all pertinent factors were carefully taken into consideration. In fact, on closer examination, vesting fails altogether to qualify as a well-thought-out policy. Rather, the paper appears to have been stretched in several different directions, marching to the tune and the priorities of at least three different branches of the Federal Government.

There is no doubt that vesting creates a very one-sided arrangement favoring the government over the private citizen. It is an arrangement having none of the attributes of fairness or equity. The question then remains: does vesting, or circumstances created by vesting, constitute discrimination? The COPA members certainly think so. A comparison between airport leases and those arranged by Parks Canada and Ports Canada would seem to support this view. The latter agreements, for example, are for longer periods and do not contain vesting clauses.

An analysis of the capital investment accounts of fixed-base operators across Canada would show the greatest long-term financial commitments to be in the buildings, equipment and fixtures. Secondary financing arrangements will normally involve the assignment of these assets to banks and other financial institutions, all of which is very proper and necessary for the operation of any business. The situation becomes complicated when the Canadian Government enters the picture with a policy to take the land and the buildings right out from under the business and to impose new leasing arrangements not envisaged when the buildings were constructed. In this kind of a scenario, the tenant, who must account not only to the shareholders but to the bank, the mortgage company and/or other creditors, might well be willing to drop any claim to traditional leasehold rights in order to reach a compromise with the government for the sole purpose of salvaging the business.

In conclusion, whether vesting constitutes discrimination or otherwise is not the objective of this analysis. The purpose of this paper is to create an awareness of the potentially disastrous economic effects of the vesting policy and to have it replaced with a policy that truly encourages the development and expansion of general aviation in Canada.

February 04, 1993

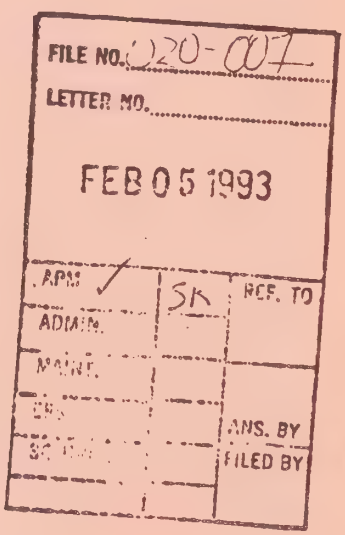
TO THE EDITOR

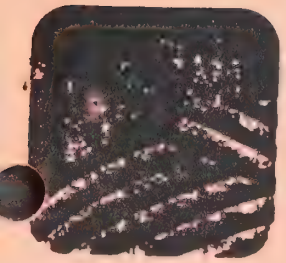
ANCASTER JOURNAL:

I am writing with regards to an article in your paper on Feb. 3, 1993 entitled "403 LINK WILL TAKE 2 YEARS: ENGINEER" written by Christine Hahn. The facts in this article concerning Suntrek Charters pulling out of Hamilton are quite correct, as are the operation of United Parcel Service and Federal Express. The facts that were not mentioned were the four passenger carriers which presently operate out of Hamilton and employ local people. Nor was it mentioned that flights to LAS VEGAS and all destinations in FLORIDA have been and still are available seven days a week for the past five years by US AIR EXPRESS and now NORTHWEST AIRLINK, with just a quick connection in either Pittsburgh or Detroit. There are also two Canadian cities serviced by smaller aircraft. Over the years large aircraft have been tried out of Hamilton. Just maybe the demand for jet service is not high enough for the Hamilton area. The secret is to use smaller aircraft to connect with the major airlines in a larger city, and offer people all the advantages of Toronto. Maybe using small aircraft makes us "unnewsworthy". Ask the people who use these services out of Hamilton and I am sure you will be pleasantly surprised. Yes, Mr. Editor, there is still passenger service out of Hamilton. We do not have 727's but we are here....and proud to offer connections to over 300 destinations daily for those who realize it. You must admit, for little folk that's not bad.

THE AIRLINE EMPLOYEES
OF HAMILTON AIRPORT

US AIR EXPRESS	679-3323
NORTHWEST AIRLINK	679-1011
PEMAIR	679-3236
AIR LAURENTIAN	679-3399





THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Hamilton Airport
Mount Hope, Ontario
L0R 1W0

Phone: (416) 679-4151
Fax: (416) 679-6746

Refer to File No. 130-001.2

Attention of

1993 February 5

Mr. L. Rogers, PKO
Regional Director
Airports Group
Transport Canada
4900 Yonge Street
NORTH YORK, Ontario
M2N 6A5

Dear Mr. Rogers

Re: 1993 O & M Budget Revisions - Hamilton Airport

Mrs. T. Jaramillo of your staff requested that a review be conducted of the 1993 O & M Budget for Hamilton Airport to determine areas of reduction that might be possible in light of your proposed FY 93/94 funding levels. All aspects of the airport's operation have been reviewed and the revised budget figures are enclosed at the attachment. However, it should be noted that the Regional Municipality of Hamilton-Wentworth are in negotiations with their unions that may result in further wage and salary reductions. You will be kept advised of the progress of these negotiations. It should also be noted that these revised budget figures have not been reviewed or approved by the Hamilton Region Airport Management Board or the Council of the Regional Municipality of Hamilton-Wentworth.

It is viewed with concern that there is a disturbing trend of continual reductions in the level of subsidy to this airport and a tendency to suggest that the Regional Municipality pick up the short fall. You are reminded that a commitment was made, at the time of the transfer, by your Department, to fund Hamilton Airport Operations and Maintenance in their entirety. The staff at this airport works assiduously to operate all services in an economical manner and it is believed that Hamilton Airport compares favourably in this regard to Transport Canada owned and operated airports. But, with that said, if you or your staff have suggestions on how this airport can be operated with even greater efficiency such input would be warmly welcomed.

Increased regulatory demands such as glycol use monitoring and testing add to the workload and costs at this airport with no commensurate increase in resources. It should be remembered that any such new activities require resources that all too often are taken from existing programs, in effect, a budget reduction by default. The unique nature of Hamilton Airport operations with its strong emphasis on middle of the night activities adds to the maintenance burden. However, it is this type of operation that provides a significant part

of the airport's revenue. Between them, Federal Express and United Parcel Services operations account for more than 44% of Hamilton Airport revenues. These two companies depend on night operations for their livelihood.

Your problems in meeting the budget demands of the airport system are well appreciated. However, there is a limit, particularly from the safety point of view, below which we must not go. The salvation of all will be an increase in business and thus revenues. You can be assured that this aspect of subsidy reduction is being avidly pursued and that as the economy improves Hamilton Airport should be well positioned to take advantage of increased usage as well as new development activities.

Thank you for your interest and support in these matters.

Yours sincerely

S.L. Kincaid
Airport General Manager

SLK:jf
Enclosures: 2
cc: R.J. Whynott, Chairman, Hamilton Region Airport Management Board; Chairman, Regional Municipality of Hamilton-Wentworth
Wm. M. Carson, Chief Administrative Officer
R. Wade, Chairman, Hamilton Region Airport Management Board Finance Sub-Committee
T. Jaramillo, PKOCB, Transport Canada

HAMILTON AIRPORT

REVISED FIGURES - 1993 O & M BUDGET

Support Function	Object	Amount	Explanation
ERS Division	47	(6,500)	Fitness Equipment (Fixed Asset)
	01	120	Wage adjustments (Job Evaluation)
	04	35	Benefit adjustments (Job Evaluation)
		(6,345)	
Surface Structure Division	01	(40,845)	Vacancy of Motor Mechanic position and wage adjustments (Job Evaluation)
	04	(8,070)	Vacancy of Motor Mechanic position and benefit adjustments (Job Evaluation)
		(48,915)	
Mgmt & Admin	23	(500)	Wages outside agencies
	01	2,790	Salary adjustment (Job Evaluation)
	04	550	Benefit adjustment (Job Evaluation)
	48	(100)	Office supplies
	35	(25)	Rent - Facsimile
	23	(30,000)	Municipal Administration - partially funded through the non-subsidized budget
		(27,285)	
TOTAL DEDUCTIONS		(82,545)	

With the above revisions, the subsidy has been decreased by $82,545, amounting to $867,380, a decrease of 8.69% from the originally submitted subsidy amount of $949,925.

2.1

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 February 24
080-001.1

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: Special Occasion Permit - Hamilton International Airshow
AIR 93-011

RECOMMENDATION:

a) That the Regional Municipality of Hamilton-Wentworth support the application for a Special Occasion Permit for liquor during the Volunteer Appreciation Night and the Hamilton Air Show on June 18, 19 and 20, 1993 as per letter dated February 19, 1993, from Matt Yardley, Director of Distribution, Aeroheritage, Hamilton International Air Show.

b) That a copy of Regional Council's resolution on the above-mentioned be forwarded to Mr. M. Yardley, Director of Distribution, Aeroheritage, Hamilton International Air Show.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

At each airshow in the past, a fenced in V.I.P. area has been included for the accommodation of V.I.P.'s and invited guests. The provision of liquor in this area is depended upon the obtaining of a Special Occasion Permit from the L.C.B.O.

RECEIVED FEB 2 2 1993

AERO HERITAGE
Hamilton International AIR SHOW

DISPLAY DATES
June 20 - 21, 1992
June 19 - 20, 1993

ICAS MEMBER

224 Golden Orchard Dr.,
Hamilton, Ontario
L9C 6J7

February 19, 1993

Mr. R. J. Whynott
Regional Chairman
Chairman, Airport Management Board
Regional Municipality of Hamilton-Wentworth
P.O. Box 910
Hamilton, Ontario, L8N 3V9

Dear Mr. Whynott:

As a requirement for obtaining Special Occasion Permits for liquor, I would like to advise you of the following private functions which are planned to be held during the 18th annual Hamilton International Air Show. This year's show Aeroheritage 93 will be staged at the Hamilton Airport at Mount Hope on June 19 and June 20, 1993.

FRIDAY, JUNE 18, 1993 - AIRSHOW VOLUNTEER NIGHT

Approximately 800 people will be attending the volunteer night for performers, airshow volunteers and invited guests from 1530 to 2300 hours. It will be held in Hangar #4, Hamilton Airport; beverages will only be available from a cash bar for this function.

SATURDAY, JUNE 19 & SUNDAY JUNE 20, 1993 - HAMILTON AIRSHOW

(1) The Airshow maintains a V.I.P. areas in fenced enclosures with tents erected for shade and protection within the infield of the Hamilton Airport during the airshow for visiting dignitaries and invited guests. Approximately 2500 people each day are authorized for admittance to this area during the show. The bars will be open between 1200 and 1600 hours each day.

These outside areas are secured from the general spectator area by snowfencing and has portable toilets positioned within it. All food items served our V.I.Ps are stored for the weekend in a rented refrigerated truck. The areas are located on showline on the east side of taxiway 'C'harlie and the other is in the general spectator area at the top of the apex.

(2) Following the show, another V.I.P. area is opened in Hanger #4, Hamilton Airport for performers, airshow volunteers and invited guests. This bar is open between 1500 and 1800 hours each day.

(3) In addition, during the two days of the show the airshow subcontracts to a parents auxiliary of one of the Air Cadet Squadrons to setup and run two Beer Gardens. One is situated in the north east side of the general spectator area against the fence along side taxiway 'C'harlie. The other is in the south west area of the general spectator area. They each can hold up to 800 persons at any one time.

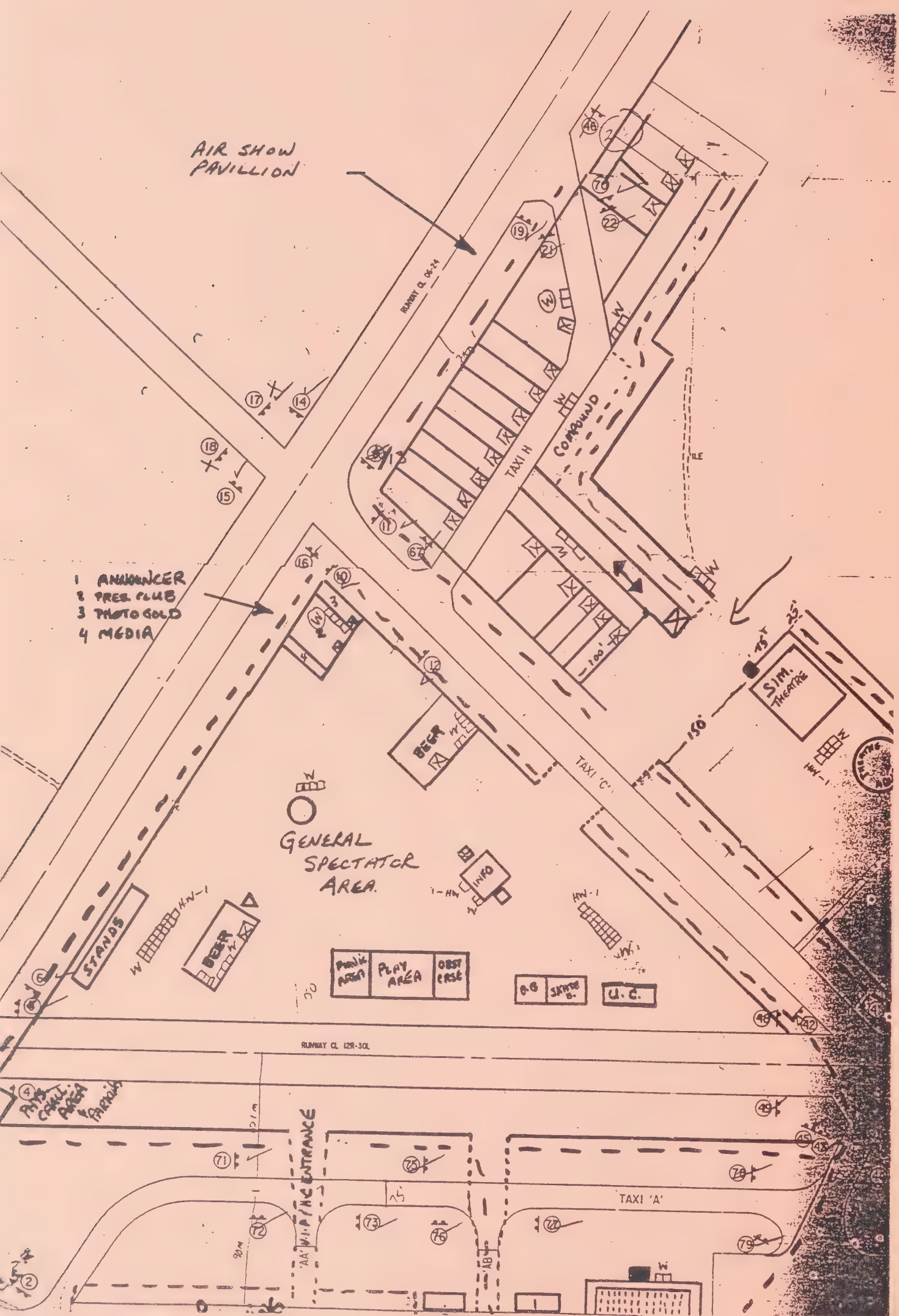
To meet the licence requirements, and if the above meets with your approval, I will need a resolution stating the support for the application from the region and airport committee. I must emphasize that notification be returned to me for subsequent application for these permits no later than 75 days prior to our event in order to meet the 60 day advance requirement of the Liquor Board. Please contact me directly if there should be any questions. Thank you in advance for your cooperation.

Yours truly

Matt Yardley
Director of Distribution

Hm: 389-5324
Airshow Office: 528-4425.

cc. S. Kincaid, Airport Manager
Airshow Office


AIR SHOW PAVILLION
1 ANNOUNCER
2 PRES. CLUB
3 PHOTO GOLD
4 MEDIA
RUNWAY CL 06-24
TAXI H
COMPOUND
TAXI 'C'
SIM. THEATRE
BEER
BEER
GENERAL SPECTATOR AREA
INFO
STANDS
PARK AREA
PLAY AREA
OBST CRSE
A-G
SKATE B.
U.C.
RUNWAY CL 12R-30L
PARK CHILD AREA & PARKING
MAIN ENTRANCE
TAXI 'A'
150'
100'
45'
25'
30m
21m

2.2

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 February 26
REB200-21.1

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: Lease Renewal - United Parcel Service
(AIR 93-009)

RECOMMENDATION:

a) That the application for United Parcel Service to renew their lease for 197.60 square metres of the Ontario Hamilton Project Team (OHPT) Building and 1,090 square metres of related parking area be approved, subject to the following:

i) That the applicant enter into a one-year sublease agreement with the Region in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

ii) That the rental rate for 197.60 square metres of the OHPT Building be established at $82.12 per square metre per annum and for 1,090 square metres of related parking area at $2.03 per square metre per annum, plus a 10% administrative/maintenance fee, plus the 7% G.S.T., resulting in an annual rental rate of $21,703.42 to be paid in monthly instalments of $1,808.62, plus realty taxes commencing March 1, 1993 and subject to any future Transport Canada rental increases;

iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the sublease;

iv) That the monthly rent for the OHPT Building be credited to Office & Shop Space - Account No. 1-46007-343199, the monthly rent for the related parking area be credited to Land Rental - Account No. 1-46006-343199 and that the monthly administration/maintenance fee be credited to the Administration/Maintenance Fee - Account No. 1-45137-343199.

v) That the applicant be requested to provide the Region with the necessary Comprehensive and Liability Insurance, naming the Region and Transport Canada co-insureds.

vi) That the thirty-day termination clause be included in the one-year sublease agreement for both parties;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the sublease documents on behalf of the Region.

S.L. Kincaid, Airport General Manager

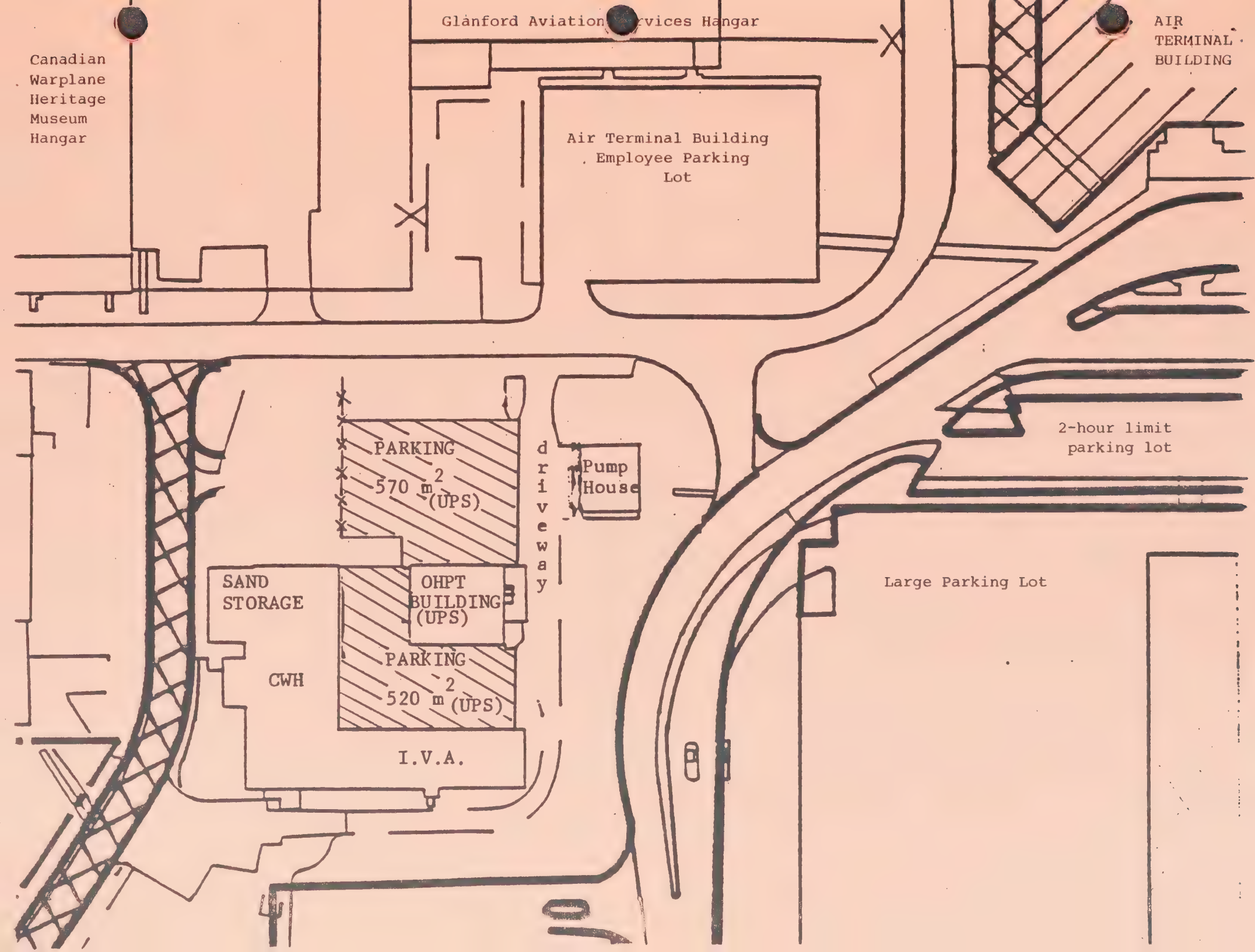
FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

We are advised by the Finance Department that United Parcel Service consistently paid their rent promptly and correctly. They are good airport tenants who adhere to the operating procedures.

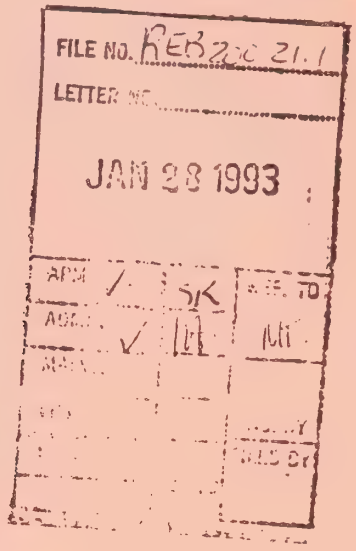
BACKGROUND:

Hamilton Airport is in receipt of a request from United Parcel Service to renew its sublease for the OHPT Building and related parking area at Hamilton Airport.

cc: J. Fudge, Legal Services Department
B. McMullen, Revenues - Finance Department
B. Zolaturiuk, Insurance - Finance Department


Canadian Warplane Heritage Museum Hangar
Glanford Aviation Services Hangar
AIR TERMINAL BUILDING
Air Terminal Building Employee Parking Lot
2-hour limit parking lot
PARKING 570 m2 (UPS)
driveway
Pump House
SAND STORAGE
OHPT BUILDING (UPS)
PARKING 520 m2 (UPS)
CWH
I.V.A.
Large Parking Lot

United Parcel Service, 1400 Goodrich Boulevard Pkwy., Louisville, KY 40223
(502) 329-3000



January 18, 1993

Mrs. M. Thompson
Airport Administration
Regional Municipality of Hamilton - Wentworth
P. O. Box 69
Hamilton Airport
Mount Hope, Ontario
L0R1W0

Dear Ms. Thompson:

Pursuant to our telephone conversation of January 18, 1993, this letter will serve as the request of United Parcel Service to extend our sub-lease 140197 for an additional year.

It is our understanding the property is currently under appraisal and you are uncertain as to what the new rate will be. As soon as your are aware of any changes please let me know at your earliest convenience.

I have enclosed a business card for easy reference, please note our mailing address has changed since the last correspondence.

Sincerely,

Keith Steinbrecher

KS:ac

2.3

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 February 24
010-008

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: Small Parking Lot - Parking Charges - Hamilton Airport
(AIR 93-010)

RECOMMENDATION:

That the present policy for free parking at the Hamilton Airport in the small parking area adjacent to the Air Terminal Building which is limited to two hours be maintained.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Transport Canada had indicated that they will reduce the airport subsidy by $17,000 to make up the loss of revenue in parking; however, this $17,000 has be accommodated within the revenue received from our 10% Administration/Maintenance Fee and complies with the Transport Canada statement, "unless other revenue generating plans are implemented to offset this amount."

BACKGROUND:

The Airport Management Board at its meeting of May 14, 1992 recommended that sub-section (b) of Report AIR92-035 (see attached) respecting the installation of 38 metres in the small parking area, adjacent to the Air Terminal Building, and the associated costs be tabled and referred to the 1993 budget for discussion.

The small parking lot in question has been monitored and an average of eight (8) vehicles are parked there at any one given time, only 20% of the parking lot's capacity. Parking meters had been installed in this small parking area. These parking meters have not been used or maintained for eight years. They would have to be reconditioned by the City of Hamilton Traffic Department at a cost of $3,500.00. In light of the fact that not many vehicles use this parking lot, the cost of reconditioning these meters would probably exceed the amount of revenue received. We, therefore, recommend that the policy for free parking in the small parking lot with a two hour parking limit be maintained.

In order to comply with Transport Canada's directive, in 1991 we instituted a 10% Administration/Maintenance Fee on all Hamilton Airport landing fees and leases. As a result of this 10% administration/maintenance fee, we estimate that we will receive approximately $68,000 in 1993 through both subsidized and non-subsidized budgets. Transport Canada has indicated that they estimate that the net revenue from paid parking for both the large and small parking lots would be $17,000 which can be accommodated from the $68,000 Administration/Maintenance Fee.

3.2

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1992 May 4
010-008

REPORT TO: Chairman and Members
Hamilton-Wentworth Region
Airport Management Board

FROM: Mr. L. Franco
Director of Administration & Development

SUBJECT: Parking Charges - Hamilton Airport (AIR 92-035)

RECOMMENDATION:

a) That the present policy of free parking at the Hamilton Airport in the large public parking lot be maintained and that Transport Canada be advised that the loss of revenue will be offset by funds received from the 10% Administration/Maintenance fee charged to all Hamilton Airport landing fees and leases; and

b) That the Airport Manager be authorized and directed to install 38 parking meters in the small parking area adjacent to the Air Terminal Building which will be limited to two hours at a charge of $0.50 per half hour and that Transport Canada be requested to fund the cost of refurbishing the old parking meters estimated to be $3,500.00.

_____

L. Franco, Director of Administration

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Transport Canada has indicated that they will reduce the airport subsidy by $17,000 to make up the loss of revenue in parking; however, this $17,000 can be accommodated within the revenue received from our 10% Administration/Maintenance Fee and complies with the Transport Canada statement, "unless other revenue generating plans are implemented to offset this amount."

Parking meters were installed in the small parking area adjacent to the Air Terminal Building. These parking meters have never been used or maintained for seven years. They will have to be reconditioned by the City of Hamilton Traffic Department at a cost of $3,500.00. We will discuss the method of paying for these repairs with Transport Canada.

BACKGROUND:

The Airport Management Board at its meeting of February 13, 1992, when considering the 1992 Operation and Maintenance Budget, requested the Airport Manager to bring back a report on parking charges in order to respond to Transport Canada's directive of March 21, 1991 that by not introducing a charge for parking, Transport Canada has no choice other than to reduce the approved in principle level by the amount forecasted to be received unless other generating plans are implemented to offset this amount.

We have discussed the matter of charged parking with the existing scheduled passenger air carriers and they are opposed to paid parking in that free parking encourages potential passengers to use Hamilton Airport rather than go elsewhere and your Board's suggestion of a $1.00 surcharge per passenger to be included on the airline ticket in that they wish to remain competitve with other airports. We concur with their position on these matters that free parking should be maintained at the Hamilton Airport.

In order to comply with Transport Canada's directive of March 21, 1991, we instituted a 10% Administration/Maintenance Fee on all Hamilton Airport landing fees and leases. As a result of this 10% administration/maintenance fee, we estimate that we will receive approximately $60,000 in 1992. Transport Canada has indicated that they estimate that the net revenue from paid parking would be $17,000 which can be accommodated from the $60,000 Administration/Maintenance Fee.

We do, however, suggest that the two hour parking immediately adjacent to the Air Terminal Building be metered which will result in an estimated revenue of $3,000 to $5,000 per year.

2.4 a)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 February 24
050-009.1

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: Major Structural Fire - Hamilton Airport
Hangar #3, Canadian Warplane Heritage Maintenance Hangar
~~AIR 93-~~013

S.L. Kincaid, Airport General Manager

G.D. Weylie, Fire Chief

BACKGROUND:

On Monday, February 15, 1993 at 06:54 hrs. ADT Systems (Automatic Fire/Security Monitoring Agency) notified Hamilton-Wentworth Regional Fire Disptach (911) of a fire alarm activation of Hangars #3 and #4 at Hamilton Airport. The Fire Dispatch notified Glanbrook Fire Department Station 50 (Mount Hope) of the alarm situation and then notified Airport Security of the situation. Airport Security notified maintenance and emergency services.

Airport Emergency Response Services (Airport ERS) and the first unit from the Glanbrook Fire Department arrived at relatively the same time (within four minutes of dispatch). On initial arrival, Glanbrook Fire Department reported that there was no visual sign of fire;, however, in a matter of seconds the officer on scene reported that smoke was visible. On further investigation, smoke and fire was observed at the entrance location below the old Control Tower.

While attempting forced entrance to building, flame and smoke became visible through the roof line at the front of the building at which time the Airport ERS Vehicle applied water through vehicle turret for protection of other firefighters attempting entry. Within minutes, the entire north half of the structure became involved in fire with the roof colapsing, thus limiting firefighting to exterior only. Due to the dryness of the wood components within the structure, the fire spread was very rapid.

The fire was brought under control within approximately one hour and fifteen minutes.

Within the first fifteen minutes of the initial notification, twenty Fire Department vehicles were dispatched and responding to scene of fire with additional apparatus placed on standby in order to provide fire protection for the Fire Stations left vacant or with reduced capabilities in case of another unrelated alarm.

Of the fire agencies involved, staffing consisted of the following, (approximately):

- 46 volunteer staff >
  > - includes command staff
- 25 fulltime staff >

Equipment as follows:

8 - staff cars
2 - emergency units (Rescue & Support vans)
3 - pumpers
4 - tankers
2 - towers (elevated stream)
1 - foam truck
1 - command unit
1 - canteen truck

Total of 22 Fire Department vehicles.

In addition to the above, there were a number of support agencies involved:

- Ontario Ambulance Service
- Ontario Fire Marshals Office
- Ontario Ministry of Labour
- Labour Canada
- Hamilton-Wentworth Regional Police
- Airport Operations Staff
- Airport Security Staff
- Airport Administration Staff
- Emergency Control Group
- Airport Tenants

2.4 b)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 February 26

REPORT TO: Chairman and Members
Hamilton-Wentworth Region Airport Management Board

FROM: Gerry W. Lawson
Treasurer and Commissioner of Finance

SUBJECT: AIRPORT ACCOUNTS RECEIVABLE OVER 90 DAYS
AS AT FEBRUARY 26, 1993

G.W. Lawson

BACKGROUND:

Monthly, this report is submitted to the Committee for their information. The attached appendix is a listing of the larger accounts receivable which are at least 90 days overdue as of February 26, 1993.

The total accounts receivable for the Airport is $145,693.98 of which $25,151.34 has been outstanding for more than 90 days. The accounts over $100 are listed on Appendix "A" with comments as to the status of the account and action taken by the Region.

Three new accounts were added since the previous report of December 22, 1992. Three of the accounts in that report have now been settled. In addition to the accounts on Appendix "A", there are 22 accounts under $100 outstanding over 90 days. These total $473.48.

APPENDIX "A"

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF FINANCE

Accounts Receivable Over 90 Days
Account: AIRPORT

Customer Number	Customer Name	Balance on Dec 22/92 Over 90 Days	Current Balance Over 90 Days	Comments
205	VOYAGEUR AIRWAYS	$ 0	$ 173.72	Landing fees account. Collection being pursued.
217	MOUNT HOPE CARTAGE (IN RECEIVERSHIP)	$ 162.50	$ 162.50	Property taxes outstanding. Payment of $415.44 received on March 9/92 from new tenant. Balance to be paid by the Receiver of Mount Hope Cartage. Proof of Claim filed on May 19/92.
239	AIR CHARTER SYSTEMS	$ 896.70	$ 896.70	Company filed proposed payment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed its Proof of Claim for amount owed in respect of Landing Fees.
339	WORLD WIDE AIR CHARTER	$ 577.12	$ 577.12	Company filed Proposed Payment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed Proof of Claim for the amount owed in respect of Landing Fees.
349	SKYCRAFT AIR	$ 248.91	$ 0	Payment received in full on Feb 12/93.
362	SOUTH WEST AIR	$ 0	$ 126.61	Landing fees account. Collection being pursued.
377	EAGLE & HAWK INC.	$ 639.68	$ 0	Landing fee account. Payment received in full on Jan 22/93.

Customer Number	Customer Name	Balance on Dec 22/92 Over 90 Days	Current Balance Over 90 Days	Comments
401	METRO JET INC.	$ 460.31	$ 460.31	Landing fees account. Collection being pursued by Legal department. Firm no longer operating.
416	AIR NIAGARA EXPRESS	$ 873.46	$ 873.46	Landing fees account. In Receivership as of Sept. 26/91. Region filed its Proof of Claim on Nov. 26/91. An undertaking outlining payment plan was received from the Trustee in the amount of $888.29. Payments will be made on the 30th of April each year commencing 30th of April 1993 from profits in previous years.
442	536031 ONTARIO LTD.	$ 0	$ 115.47	Landing fees account. Collection being pursued.
794	MIDWAY AIRWAYS	$ 722.44	$ 722.44	Landing fee account. Company went bankrupt June 1991. Proof of claim filed with Trustees in U.S.A. on Oct. 4/91 for invoices prior to March 26/91.
808	AMERICAN AIRLINES	$ 1,785.76	$ 0	Landing fees account. Payment received in full on Jan 5/93.
853	WINGS INTERNATIONAL	$ 5,060.60	$ 6,357.05	Rental account. Collection being pursued by Legal Department through District Court. Increased amount is one month's rent in lieu of notice added to claim.

Customer Number	Customer Name	Balance on Dec 22/92 Over 90 Days	Current Balance Over 90 Days	Comments
1023	AIR LAURENTIAN	$ 5,803.21	$12,595.92	Rental/landing fees account. Increased amount is further charges for Rent and Landing fees. Customer has cash flow problem. Letter dated Feb 9/93 sent to customer by Airport Manager giving until Feb 19/93 to pay all arrears in full or agree to pay $1,000 per week until arrears are paid.
1041	VISCOUNT AIR	$ 0	$ 230.81	Landing fees account. Collection being pursued.
1088	AIR EUROPE	$ 1,374.07	$ 1,385.75	Landing fees account. Invoice redirected to correct address in Italy. Increased amount is Finan[illegible] Charge of Feb 1/93. Customer no[illegible] indicates payment is being wired soon.
	SUB TOTAL	$18,604.76	$24,677.86	
	ACCOUNTS UNDER $100	$ 300.25	$ 473.48	
		$18,905.01	$25,151.34	

RECEIVED FEB 18 1993

Air Laurentian

2.4c)

February 16, 1993

Ms. Christine Hahn
Staff Writer
ANCASTER NEWS JOURNAL
4 Cameron Drive
ANCASTER Ontario

Dear Ms. Hahn,

RE: "403 LINK WILL TAKE 2 YEARS: ENGINEER"
Ancaster News Journal, February 3, 1993.

This refers to " THE AIRLINE EMPLOYEES OF HAMILTON AIRPORT " letter of February 4th last, in reaction to the above article.

As mentioned to you over the telephone, this was not meant to be a slight directed at you personally. Rather, it expressed extreme disappointment in the fact that the local news media invariably report in such a way as to negate the positive aspects of passenger operations at the airport.

As you well know, four scheduled air carriers operate from the Hamilton Airport on a daily basis, with two destination limited within Ontario and Quebec, and the other two providing a direct air link from Hamilton to virtually anywhere in the world, one of which has been doing so for over 5 years !

In failing to mention this in your article, a distinct impression was left with your readers that only air cargo companies United Parcel Service and Federal Express still operated from the Hamilton Airport after the collapse of Suntrek, as witnessed by phone calls received by all of us questioning our continued existence.

This could have been prevented by simply writing the applicable paragraphs as follows:

" Presently, carriers U.S. Air, Northwest Airlines, Air Laurentian and Pem-Air offer frequent daily passenger services from the Hamilton Airport to many domestic- and international destinations, in addition to air cargo companies United Parcel Service and Federal Express. "

.../2

HAMILTON AIRPORT
P.O. BOX 189, Mount Hope, Ont. L0R 1W0
TEL: (416) 679-3399 FAX: (416) 679-0037

ATAC

AOTA

As far as the 403 Link is concerned, and from a personal standpoint, it appears that Mayor Bob Wade and Regional officials are far more in tune with reality than Ancaster resident Paul Rapoport and those who advanced the original rationale for proposing the link as " Aiding the Hamilton Airport when flights increased."

During my 35 years in the airline industry I cannot think of a successful airport anywhere without proper access of the type presently and belatedly being proposed for the Hamilton Airport. In fact, such access is an integral part of any airport planning and should have been put in place simultaneously with this airport's expansion.

The reverse philosophy of generating sufficient traffic to eventually justify and provide proper access is tantamount to a manufacturer locating his plant in the middle of nowhere without proper transportation access, producing a good product and hoping to sell same in such volume as to eventually warrant the expense of providing access roads. It is just not possible !

Perhaps those considering the fate of the Hamilton Airport as a viable passenger- and air cargo terminal with all the necessary amenities might consider that, during a time of declining passenger traffic, other airports are presently constructing additions and improvements in terms of terminals and road/rail access to accommodate traffic expected at the start of the next century.

Yes, the old adage still applies; without the chicken, there will be no eggs ! Ever !

Sincerely yours,

A. L. (ED) van Oosterhout
Manager, Sales & Services - Ontario.

cc.: Chairman - Airport Management Board

RECEIVED MAR 0 1 1993

Federal Environmental Assessment Review Office
Bureau fédéral d'examen des évaluations environnementales

2.4d)

FOR IMMEDIATE RELEASE

PEARSON ENVIRONMENTAL ASSESSMENT PANEL SENDS LETTER TO FEDERAL ENVIRONMENT MINISTER JEAN CHAREST

OTTAWA, February 22, 1993 -- The public review panel that conducted an environmental assessment of Transport Canada's proposal to build additional runways at Lester B. Pearson International Airport has today addressed a letter to federal Environment Minister Jean Charest.

-30-

(Letter attached)

For more information:

Paula Caldwell
Executive Secretary
The Environmental Assessment Panel
on Air Traffic Management in
Southern Ontario
Tel. (819) 997-2243

(Aussi disponible en français)

Canada

Information

22 February 1993

The Honourable Jean Charest
Minister of the Environment
The House of Commons
Ottawa, Ontario

Dear Mr. Charest:

The Environmental Assessment Panel on Air Traffic Management in Southern Ontario has now considered the government's announcement of February 18 with regard to the construction of additional runways at Lester B. Pearson International Airport.

The announcement reflects a substantially different position from that set out in the Panel's interim report, which was submitted on November 30, 1992.

The Panel's report and the government's announcement both, either directly or by implication, touch on a great many aspects of the subject. On a good number of these there is a substantial measure of convergence, and indeed in many such areas the report vigorously endorses action being taken or proposed by Transport Canada. Unfortunately, however this convergence of view is for the most part limited to issues of relatively lesser importance.

The fact is that, on the primary issue of the proposed construction of new runways, the divergence of view is very clear; the course of action decided by the government is quite different from that recommended by the Panel.

The Panel prepared its report on the basis of careful and conscientious consideration of the voluminous written submissions it received, and the many oral presentations made during its 30 days of public hearings. It appreciated very much the commitment of time and effort by the large number of people whose participation gave expression to a wide range of views and insights. It believes that the report provides a balanced assessment of the considerations brought to its attention, and recommends a sound and realistic course of action. The Panel stands by its conclusions and recommendations.

.../2

The government, in addressing such cases, has a responsibility to take account of all the considerations which it may regard as relevant, of which the advice of a review panel is only one. This no doubt explains the divergence of view which has emerged in the present case.

The Panel has considered the implications of this divergence for the second phase of its mandate, namely the review of the "long-term measures proposed in the Toronto Lester B. Pearson International Airport Master Plan and in the Southern Ontario Area Aviation Master Plan". Although these proposed measures are not available to it, the Panel has concluded that such a review under the terms of the current mandate would in the present situation have little or no public credibility, whether conducted by the present members of the Panel or by others who might be appointed. As the Panel noted in its report, there is already public scepticism about the effectiveness of the review process.

Accordingly the Panel unanimously recommends that the present mandate be re-examined, taking into account the aforementioned problem and the prospective early introduction of new environmental assessment procedures. The Panel would expect to be involved in this proposed re-assessment of its mandate to ensure that its views are taken into consideration.

Sincerely,

David Kirkwood

David Kirkwood
Chairman

cc: .The Honourable Jean Corbeil

3.1

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 February 24

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: Southern Ontario Area Airports Study
(AIR 93-014)

RECOMMENDATION:

That the Airport General Manager be authorized and directed to advise Transport Canada that the Hamilton Region Airport Management Board wishes to provide input to the Southern Ontario Area Airports Study.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The interim report "Air Traffic Management in Southern Ontario" was released by the federal government on February 18, 1993. Accompanying the interim report was a news release by Transport Minister, the Honourable Jean Corbeil and the Honourable Tim Hockin, Minister for Science and Minister of State for Small Business and Tourism. The news release also included the Transport Canada response to the interim report. Copies of all this material are included for Board member review.

Of particular interest to the Board will be the response of Transport Canada at B. Runways 1., where the Panel recommended that the east/west runways at LBPIA not be proceeded with at this time as this matter "should be examined in the context of Transport Canada's long-term plan for aviation in Southern Ontario". Transport Canada in response stated that "LBPIA would continue

to be the major airport for the area and the runway system would be expanded to its optimum technical, economic and environmental capacity. Once the limits of LBPIA were established, the roles and timing of development of the other airports in the region, and the Pickering lands, would be examined".

The effect of this response on Hamilton Airport, in practical terms, has yet to be determined but there seems to be little doubt that Transport Canada does not intend great initiatives at Hamilton Airport in the near term. This feeling is borne out by reviewing the interim report at Page 14, Section 2.3.5 "Diverting Traffic to Other Airports".

The news release mentions that the intended expansion of LBPIA provides the foundation for completion of the Southern Ontario Area Airports Study. It is considered to be vital that the views of the Board should be considered in that study and that Transport Canada should be advised forthwith that the Board requests input to the study.

News Release · Communiqué

Transport Canada | Transports Canada

No. 22/93 | For release
Feb. 18, 1993

GOVERNMENT OF CANADA TO PROCEED WITH RUNWAY-CONSTRUCTION PROJECTS AT PEARSON

Transport Minister Jean Corbeil and the Honourable Tom Hockin, Minister for Science and Minister of State for Small Businesses and Tourism, today announced federal government approval to proceed with additional runways at Pearson International Airport.

"The runway expansion projects will create up to 6,000 direct jobs during the construction period," Mr. Hockin said. "Pearson must be allowed to continue to play its role as a major contributor to the economy of southern Ontario and Canada."

Construction will begin as soon as possible on Transport Canada's proposed north/south runway. This project will improve runway efficiency and result in savings to the airlines.

Construction of the east/west runways will proceed on a schedule to meet increased demand when it occurs. However, zoning for these runways will proceed now.

"The government recognizes the vital importance of maintaining Pearson International Airport as the aviation hub for Ontario and Canada," Minister Corbeil said. "Runway expansion is fundamental to the achievement of this goal and to the government's objective to provide for Canada's continued prosperity and international competitiveness."

This project is part of the "Investing in Infrastructure" initiative within the Economic and Fiscal Statement made by the Honourable Don Mazankowski in the House of Commons last December 2.

The airport already sustains some 48,000 jobs and contributes almost $6 billion annually to the Ontario economy.

The ministers' announcement was accompanied by the release of the Air Traffic Management in Southern Ontario Interim Report of the Environmental Assessment Panel.

...2

"Comprehensive environmental mitigation measures, as outlined in the Environmental Impact Statement, will be implemented in keeping with the government's commitment to sustainable development," Mr. Corbeil said. "Careful consideration has been given to the advice provided by the panel; on balance, however, the government has concluded that the project should proceed."

The decision to proceed with the project is based on Transport Canada's assessment of the environmental impact and the panel's own statement that the proposed runways would have, at most, marginal and mainly temporary adverse impact.

With respect to noise, Minister Corbeil said the department will continue to focus on the implementation of effective reduction and mitigation measures rather than on compensation, and will continue to work with local communities to address residents' concerns.

Mr. Corbeil emphasized that safety is Transport Canada's top priority and Pearson International Airport is safe.

Minister Hockin added that it is essential to upgrade the facilities at Pearson. "The airport must be ready to meet the future demands that will be placed on it. The negative economic impact and frustrations experienced by travellers as a result of the delays of the past must be avoided," he said.

The government now is examining options with respect to financing construction of the runways.

The expansion of Pearson provides the foundation for completion of the Southern Ontario Area Airports Study which will identify the development needs of other airports to fulfil their roles and that of Pearson International Airport.

Contact: Patrice Miron
Minister's Office, Ottawa
(613) 991-0700

Copies of the Air Traffic Management in Southern Ontario Interim Report of the Environmental Assessment Panel are available from:

Transport Canada
Public Affairs, Ottawa
(613) 990-6055

FEARO Communications
Hull, Que.
(819) 994-2578

BACKGROUNDER

MITIGATION MEASURES

ENVIRONMENTAL MANAGEMENT

A pro-active environmental management plan in effect at Lester B. Pearson International Airport minimizes the environmental impact of airport operations.

During the runway construction project, the airport will follow standard "environmental code of good practice" procedures for construction, as laid out in the Environmental Impact Statement, and maintain an active monitoring program, to ensure that any adverse effects of the project on the natural environment will be, at most, marginal and temporary.

An overall improvement to the natural environment in the long term will be accomplished by:

- continuing the water quality monitoring and control program currently being implemented at the airport. This program is designed to reduce the amount of de-icing fluids and fuels entering the stormwater system. Special measures will be taken during the construction period to prevent silt and fuel from entering Mimico and Etobicoke Creeks;

- the continued use of the Transport Canada Mobile Air Quality Monitoring Equipment to monitor the airport's ambient air quality and special measures to keep dust to a minimum during construction;

- the formation of an inter-agency working group representing the Ontario Ministry of the Environment, Environment Canada, local regional health officials and Transport Canada, to determine future permanent air quality monitoring needs;

Lester B. Pearson International Airport remains firmly committed to implementing the environmental management strategy as described in the airport's Environmental Management Plan, published in March 1991.

NOISE MANAGEMENT

The government has taken measures to implement effective noise-reduction and mitigation measures at Canadian airports and will continue with this approach rather than providing financial compensation.

Noise forecasting systems are in place at federally owned and operated airports to warn municipalities and homeowners of an airport's future noise environment so they may plan appropriately.

National Steps to Reduce Noise

- Transport Canada is developing an Air Navigation Order to legislate the phaseout of Chapter 2 (older and noisier) aircraft in Canada, in line with Resolution A28-3 of the International Civil Aviation Organization. The proposed regulations would gradually reduce the fleet of noisy aircraft, such as DC9s, B727s and early 737s, beginning Dec. 31, 1995, with full phase-out by April 1, 2002.

- Fines for contravening federal aircraft noise restrictions have been increased through legislation to a maximum of $25,000 for corporations and $5,000 for individuals.

Current Noise Mitigation at Pearson

- restrict night flight activity;

- apply more severe restrictions to noisier aircraft, such as restricted hours of operation;

- divert night operations from runways whose tracks overfly large population centres; for example, flight paths to the east and south of the airport are restricted between midnight and 6:30 a.m.; and

- encourage flying procedures that minimise noise annoyance in communities close to the airport, such as reduced thrust on landing and noise abatement climb procedures.

Arrival and departure flight paths at Pearson are constantly reviewed in response to community concerns to minimise the total number of people affected by airport operations.

In communications with adjoining municipalities and potential homeowners, airport management recommends against any new or in-fill construction within the 30 Noise Exposure Forecast (a tool for land planners which identifies areas according to noise levels that empirical evidence has shown to cause various degrees of reaction in persons exposed to them).

For all new housing within noise ranges published for Pearson, the airport recommends that noise insulation consistent with a building's planned use be installed and warns residents that at least the external enjoyment of their property could be affected by airport operation. (The publication Land Use Guidelines in the Vicinity of Airports is available from Transport Canada.)

Measures to be Implemented at Pearson

- The airport will increase the stringency of restrictions on night operations,particularly those of noisier aircraft, on all runways.

- Real-time noise monitoring with the latest state of the art noise monitoring equipment, complete with radar display and automated flight track monitoring, will be possible when installation of the Radar Modernization Project (RAMP) is completed. It will permit more precise and timely identification of noise violations and facilitate the reporting of infractions.

- The new north-south runway will be used primarily for arrivals (which are less noisy than departures) and only during those periods when its use is necessary for safety reasons because of wind or weather conditions.

- The new southerly east-west parallel runway adjoining Highway 401 will be used primarily for arrivals to minimise the noise impact on nearby communities.

- The northerly east-west runway will be used for departures to the west whereindustrial development provides an effective buffer. In the easterly direction, the runway will be used only for arrivals.

- Planned usage of the new runways, which are to be constructed close to the existing ones, will maintain flight paths close to those already in use and minimise additional noise impact on local communities.

- Revised noise contours will be prepared and made available to municipalities, school boards, residents and others to facilitate appropriate land use and residential planning and to alert prospective buyers to the potential for airport noise.

HISTORICAL/ARCHAEOLOGICAL MANAGEMENT

When relocation of the Fifth Line Cemetery is eventually required, the work will be carried out in a dignified and sensitive manner and in compliance with provincial regulations. It will be done after consultation with family members to the extent possible and in a manner that meets all requests of the Archdiocese of Toronto Catholic Cemeteries Board.

Archaeological areas will be monitored during construction and artifacts will be preserved.

TRANSPORT CANADA RESPONSE TO THE INTERIM REPORT OF THE ENVIRONMENTAL ASSESSEMENT PANEL ON AIR TRAFFIC MANAGEMENT IN SOUTHERN ONTARIO

A. Capacity Improvements

1. *Measures to increase ATC staffing must be vigorously pursued, with additional resources committed, if necessary, to ensure that the necessary staffing level is achieved not later than the end of 1994. The necessary level is that required to utilize fully and on a continuing basis, without the use of planned overtime, LBPIA's existing potential capacity of 96 movements per hour.*

Response

Progress to date on ATC training indicates that the Ontario Region will meet its staffing requirements by the June 1994 target date, as outlined in the material provided to the Panel on this subject. It must be stressed, however, that the continued use of planned overtime is a normal consequence of a shift operation and furthermore does not affect airport safety.

It should also be noted that even with full ATC staffing the airport's capacity will be well below the theoretical maximum of 96 movements per hour. Significant changes in the airport's infrastructure, equipment and operations would be required to achieve capacities approaching this level, and even then such capacities would only be sustainable during ideal conditions. As is explained in response to A.3 below, many of these needed changes could not have been made in the absence of a decision on runway expansion.

2. *Transport Canada must take the necessary measures to ensure the implementation of proposed improvements in air navigation technology at LBPIA.*

   Specifically, this calls for:

   (a) the commissioning of the two phases of the Canadian Automated Air Traffic System (CAATS) by the target dates of 1994 and 1996 respectively;

   (b) the installation at LBPIA of the Microwave Landing System (MLS) capability by 1996; and

   (c) the immediate implementation at LBPIA, of the Radar Modernization Project (RAMP) already behind schedule.

Response

Current indications are that phase 1 of the Canadian Automated Air Traffic System (CAATS) will be completed by the end of 1995-96, and phase 2 by the end of 1996-97. This system will improve airspace capacity by improving operational efficiency. However, the long term capacity problem at LBPIA is one of runway capacity, not airspace capacity.

The implementation of curved MLS approaches, allowing better meshing of streams of aircraft on converging approach paths, could give some capacity increase to the extent that present ATS equipment does not permit aircraft to be sequenced in the most efficient manner. Curved approaches may also be possible in future based on emerging technologies such as Satellite Navigation combined with Flight Management Systems. However, ATS must be able to precisely determine separations and precisely sequence aircraft. The implementation of such sequencing techniques cannot occur in the short term and in any event would not result in major capacity increases over existing techniques.

While delays have been encountered with the implementation of RAMP at LBPIA, delivery of the software necessary to bring the system on-line is expected in the next few months. It should be noted, however, that the impact on runway capacity will be negligible.

3. *Construction of proposed improvements to the air side physical infrastructure such as high speed turnoffs, taxiway system capacity and geometry, and manoeuvring areas, should be accelerated, to ensure their completion not later than 1996.*

Response

The improvements which would be made to the taxiway system in anticipation of new runways being added differ significantly from the improvements that would be made to optimize the existing three runway system, i.e. the Base Case. Without a decision on whether runways will be added at LBPIA, accelerating the construction of the Base Case improvements would have run the risk of either incurring costly over-expenditures, or of constructing taxiways that would be incompatible with future new runways.

B. Runways

1. *No decision should be taken at this time with regard to the construction of one or more additional east/west runways at LBPIA. The possible future need for such runways, together with other options for the accommodation of traffic growth, should be examined in the context of Transport Canada's long-term plan for aviation in Southern Ontario.*

Response

A key element of the government's aviation planning strategy, as outlined in the December 1989 report entitled "Aviation in Southern Ontario - A Strategy for the Future" is that LBPIA would continue to be the major airport for the area and the runway system would be expanded to its optimum technical, economic and environmental capacity. Once the limits of LBPIA were established, the roles and timing of development of the other airports in the region, and the Pickering lands, would be examined.

The Panel has concluded that the proposed new east/west runways would result in very little incremental change to the noise environment, and that there are no air, water, or other physical concerns that cannot be adequately addressed. Based on this assessment of the central issues to be addressed in the environmental review, Transport Canada intends to complete the zoning for these runways and to proceed with phase two of the Southern Ontario strategy on the basis that LBPIA will eventually have six runways. The construction of the east/west runways will be delayed, however, until such time as warranted by demand.

2. *The proposal to construct the runway 15R-33L as described in the EIS, should not be further pursued, as the adverse social impact which it would create would outweigh the modest increase in north/south capacity it would provide.*

Response

As is indicated in the response to recommendations B.3 and 4 below, Transport Canada has determined that the Panel's preferred solution to the problem of insufficient capacity in the north/south direction is not feasible for safety reasons. This leaves Transport Canada's proposed north/south runway as the most, if not the only, viable solution.

The need for a second crosswind runway is not dependent on future traffic growth. Rather, it has been needed for many years. Its absence has caused service disruptions, which result in significant costs to airlines and passengers and are damaging to the image of the airport and the metropolitan area it serves.

Accordingly, Transport Canada intends to begin construction of the proposed north/south runway as soon as possible. It will be used only when crosswind conditions mandate its use for safety reasons (on average less than five per cent of the time for residents off its southern projection, and one per cent of the time for those off its northern extension), and primarily for arrival operations, which are much quieter than departures.

3. *Transport Canada should immediately undertake detailed studies to determine the safety and operational feasibility, as well as the capacity, noise profile and cost/benefit implications, of a new 4500-foot north/south runway. This runway would be located parallel to and 4300 feet south-west of the existing north/south runway and would be displaced toward the northwest airport boundary, so that its northerly and southerly thresholds are equidistant from the closest residential areas of Brampton and Mississauga respectively. The runway would be operated simultaneously with, but fully independently of, the existing north/south runway, and would serve all arriving and departing aircraft that are capable of safe operation to and from its limited length.*

4. *The Panel believes that such studies will demonstrate that such a runway would:*

   (a) be operationally feasible without compromise of safety standards;

   (b) increase north/south capacity from the present 50 hourly movements to approximately 86, thus reducing the existing directional imbalance very substantially;

   (c) have a positive net present value; and

   (d) have a noise impact in residential areas, expressed in SEL terms, approximately 5 dBA below that of the runway 15R-33L proposed in the EIS.

   The Panel therefore recommends that such a runway be constructed promptly provided that studies (a) to (d) above confirm the Panel's belief that this runway is a satisfactory solution to the problem of directional imbalance in capacity at LBPIA.

5. *If these studies prove conclusively that such a runway is not feasible, this would make it more urgent to proceed with the consideration of Transport Canada's long-term plan referred to in B.1 above.*

Response (3, 4, and 5)

Aviation Safety experts from Transport Canada, the Canadian Airline Pilots Association and the Canadian Business Aircraft Association have reviewed the Panel's recommendation and have identified several safety deficiencies inherent in the type of operation the Panel has recommended. These concerns primarily relate to the segregation of aircraft routes. Because of safety concerns, the current air traffic operations on the existing east/west parallel runways were developed on the principle of segregating routes by using the runway most closely aligned with route of flight (no airborne crossovers). The Panel's proposal is a significant deviation from this principle. With the recommended 4500-foot north/south runway, it would be necessary to "cross" a large number of departure and arrival routes, thereby introducing substantial inter sector coordination and more complex procedures. It was concluded that while procedures could be developed to address crossover situations, the potential for separation losses between traffic during such operations was unacceptably high. This mode of operation, coupled with the requirement for aircraft to cross the existing runway when moving between the new runway and the air terminal building and cargo areas, would not allow for a significant capacity increase over the current single runway operation.

Also, the aircraft types that could use this runway accounted for only about 15 per cent of the aircraft activity at LBPIA in 1992.

C. Airport Operations

1. *Transport Canada should recognize commercial general aviation as a legitimate user of LBPIA, and should take the steps and introduce the measures necessary to ensure that this sector of the aviation community is guaranteed the same degree of freedom of access to LBPIA as is now afforded to other users, particularly the airlines. The distribution of slots within the cap system should more equitably reflect demand from legitimate users.*

2. *In particular, Transport Canada should completely overhaul the management of the slot reservation system. Slot reservations at present are assigned in hourly blocks. This is not nearly precise enough to avoid "bunching"; a much shorter period should be used. Reservations should not be allocated unless the need for them is fully established, and should be monitored to ensure they are used. Slot allocations not currently needed or not used should be withdrawn.*

Response (1 and 2)

Transport Canada recognizes the importance of the sector described in the Panel's report as "commercial general aviation." However, consistent with the role defined by Transport Canada for LBPIA, highest priority for access to its facilities is afforded to airlines carrying passengers. Reconsideration of government policy regarding the role of the airport was beyond the scope of the environmental review.

Since the inception of the slot reservation system, Transport Canada has, in consultation with the users, made several modifications aimed at making the system responsive to the needs of general aviation and air carriers. Since early 1992, slot reservations have been assigned in 15-minute blocks, to reduce "bunching." Use-it-or-lose-it rules are in place to prevent air carriers from protecting slots for future advantage, and in non-peak hours general aviation users no longer require reservations. Transport Canada is open to suggestions from the users for further improvements.

3. *Transport Canada should immediately commence the process leading to the establishment of a Local Airport Authority (LAA) that would be given responsibility not only for LBPIA, but also as a minimum for all airports serving the GTA now and in future.*

Response

Transport Canada is aware of initiatives under consideration within the Greater Toronto area to develop a local airport authority, and would welcome proposals to negotiate the transfer of LBPIA and other Southern Ontario airports. Any decision to proceed, however, must originate from the interested group(s).

4. *Measures to improve the standard and coordinate the practices of waste management at LBPIA should proceed, regardless of any expansion at the airport. This should be handled through a subcommittee of the Community Liaison Committee working with the Airport General Manager's Office. Re-use and recycling should be required formally of all tenants as well as of government operations.*

Response

Airport management has been actively promoting re-use and recycling practices at LBPIA since at least 1990, and is assuming greater management control over the waste management practices of tenants. Beginning in April 1993, one staff member will be dedicated full-time to the implementation of an airport-wide waste reduction/recycling program. As well, a committee, comprised of Transport Canada employees and airport tenants, is being established to set goals, share information and promote waste reduction/recycling throughout the airport.

D. Safety Considerations

1. *The measures recommended in III.A. 1, 2 and 3 above are important, not only because they will increase the operating efficiency and effective capacity of the existing three runway system, but also because they will significantly enhance operational safety.*

2. *Transport Canada should review its various programs affecting air operations at LBPIA, to identify all situations which may not be fully satisfactory from a safety point of view. In its conclusions relating to safety, as set out in Section III.B of this chapter, the Panel has identified several examples which it believes fall in this category; there may well be others.*

3. *Transport Canada should immediately determine and implement the corrective action necessary in all such cases.*

4. *If Transport Canada's existing authority and resources are not sufficient for such implementation, the government should immediately make whatever adjustments are necessary.*

5. *It is essential that the policy of giving precedence to safety over all other considerations be made totally effective in practice.*

Response

Transportation safety remains the top priority of Transport Canada. Each year the department devotes considerable time, energy and resources to maintain and improve the safety of Canada's national transportation system. This commitment to safety is no less important with respect to aviation.

Transport Canada notes the fact that the Panel has emphasized the importance of safety throughout its report, but would point out that there are no situations at LBPIA unsatisfactory from a safety point of view. Since this was not a safety review, not all the factors contributing to the safe operation of the airport were described to the Panel.

Safety is, and always has been, given precedence over all other considerations.

E. Community Relations

1. *Transport Canada should immediately develop and implement a comprehensive program to improve LBPIA's relationship with neighbouring residential communities.*

2. *The keystone of this program should be the early establishment of the "LBPIA Community Liaison Committee." Its general mandate should be to consider all matters relating to LBPIA development and operations which might impinge in an adverse sense on the quality of life in neighbouring residential areas.*

3. *The Committee should be chaired by an independent person, neither a local community representative nor a current employee of any government, nominated by the Minister of Transport and confirmed by the Minister of the Environment.*

4. *Given the mandate to deal with the quality of life in neighbouring residential areas, the composition of this committee should be the following: (1) the airport manager; (2) the air traffic control manager; (3) one representative from the airline companies; (4) one representative from the Canadian Airline Pilots Association; (5) one representative from senior staff in each of Mississauga, Brampton and Etobicoke; and (6) one representative of local residents in each of Mississauga, Brampton and Etobicoke who have concerns about the impact of LBPIA on their quality of life. The latter should be designated by community groups, such as those which appeared before the Panel to express the environmental concerns of local residents, rather than by municipal governments.*

5. *The Committee should meet at least quarterly, and more frequently as necessary. It should have sufficient financial and staff resources, provided by Transport Canada, to enable it to function effectively.*

6. *A budget should be proposed by the chairperson for approval by Transport Canada.*

7. *The Committee should have the power to appoint sub-committees.*

8. *No proposed changes in LBPIA airside equipment, facilities or operational procedures which might appreciably alter aircraft noise impacts should be authorized, until such changes and their probable consequences have been discussed in the committee.*

9. *The meetings should normally be open to the public and each meeting should provide an appropriate opportunity for questions and answers from the public. All reports and financial statements of the committee should be publicly available and the committee should operate using the principles of consensus decision-making.*

10. *In conjunction with the establishment of the Community Liaison Committee, LBPIA should develop an enhanced and substantially more effective program for informing local residents of developments or proposals likely to be of interest or concern to them. To be effective, this program must be allocated sufficient resources.*

11. *Activity reports from the noise complaints office should be given regularly to the committee.*

12. *At an early meeting of the Community Liaison Committee, LBPIA management should present a review of current noise abatement procedures required in connection with arrivals and departures, to include an outline of optional changes which might further reduce noise impacts.*

13. *With the assistance of the improved navigational aids to be introduced shortly, the observance of noise abatement procedures should be monitored on a continuing basis and periodic reports on infractions, with full information on follow-up action, should be submitted to the Community Liaison Committee.*

Response (1 through 13)

The issue of airport development and expansion has been discussed extensively over the years at informal meetings and at formal committees such as the Tri-Municipal and Community Consultative Committees. During the EARP hearings, a number of intervenors expressed dissatisfaction with the adequacy, timeliness and effectiveness of LBPIA's communications with the community at large.
Information about operational changes which have an impact on surrounding areas has always been released by way of news releases, letters from the Airport General Manager to local mayors, and through the Tri-Municipal Committee and Community Consultative Committee. As well, information regarding noise complaints is included in the minutes of these two committees. Through these vehicles stakeholders are made fully aware of developments at LBPIA. However, it is recognized that under this framework residents were often informed indirectly, and sometimes belatedly, of operational changes or developments at LBPIA.

Accordingly, immediately following the completion of the environmental hearings, the Airport General Manager made a commitment to improve communications with the airport's publics. Since then, the airport has enhanced its communication program and increased the frequency of activities such as Open Houses, Community Days, tours and briefings to ratepayers groups and municipal representatives. While airport management is pleased with the success of these activities, it recognizes that there is a need to widen the scope of its information exchange mechanisms to ensure effective two-way communications. With this objective in mind, airport management is currently in the process of organizing focus group sessions to reach a consensus on the most appropriate communications vehicle for LBPIA.

A neutral, independent facilitator has been retained to use the focus group approach and members of the various publics have been invited to attend several group sessions to voice their opinions and make recommendations for improving LBPIA's consultation and communications network. From the input received at these focus group sessions, a working group will be established to recommend a program to balance the needs and demands of all stakeholders. The ultimate goal is to improve community relations in a manner that is mutually beneficial to the airport and the members of all its communities.

14. *Transport Canada should intensify its current efforts to abate aircraft noise during the shoulder periods, between 2300 hrs. and midnight and between 0600 hrs. and 0700 hrs. During these periods runway allocations should be governed by noise abatement considerations, and all operations by Stage 2 aircraft should be prohibited except in declared emergencies.*

15. *An overnight curfew should be introduced by April 1, 1993 prohibiting all departures and all arrivals between midnight and 0600 hrs. except for declared emergencies in the same period.*

Response (14 and 15)

Transport Canada is in complete agreement with the intent of the Panel's recommendations to reduce shoulder hour and night-time activity and in fact has been pursuing this policy for a number of years. However, while Transport Canada is anxious to minimize night aircraft activity and the associated noise annoyance of such operations, it cannot be indifferent to the adverse economic impacts of such initiatives. Such impacts relate particularly to the Airline Charter, Air Cargo, and General Aviation traffic segments as well as their small business clients and the general public. The cost and benefits of these initiatives to minimize night flight activity must be carefully balanced.

Within this broad-based context, however, Transport Canada will continue its efforts to progressively expand the hours of night noise abatement and to increase the stringency of night activity restrictions, especially for noisier Chapter 2 aircraft.

16. *Transport Canada should seek to expedite the conversion from Stage 2 to Stage 3 aircraft; in this connection it should introduce a regulatory requirement to parallel that being introduced by the United States.*

Response

Transport Canada is developing an Air Navigation Order to legislate the phase-out of Chapter 2 aircraft in line with Resolution A28-3 of the International Civil Aviation Organization (ICAO). The commitment was made by the Minister on March 9, 1992, and the draft legislation has been the subject of extensive consultation with the aviation industry. Legislative procedural action is imminent.

17. *Continuous noise monitoring should be mandatory. This should be done in all areas within a 10 mile radius of LBPIA perimeter, or which are within an SEL 75 contour for areas that are subjected to noise only 5% of the time, using a network of permanent stations concentrated in known noisy areas and supplemented as needed by portable monitors. The results should be provided to the public, and reviewed periodically in the Community Liaison Committee.*

Response

Transport Canada intends to expand the number of noise monitoring locations to the full extent of the system's capability. It will seek community involvement, through the new committee structures discussed above, in identifying the optimal locations for the new noise stations within an appropriate noise contour. The results of noise measurement at these stations will be made available to the public through the aforementioned committee structure.

18. *Regular air quality monitoring at several stations in different neighbourhoods should be undertaken; the results should likewise be made public, and reviewed periodically in the Committee.*

Response

Transport Canada has conducted regular air quality monitoring at LBPIA using its mobile air quality system since 1979. An air quality working group, including Environment Canada, Ministry of the Environment, and municipal health officials, is currently being formed to evaluate air quality monitoring needs for the airport. The installation of permanent monitors will be considered by this group. As well, the airport is scheduled for retesting in 1994/95 under Transport Canada's national air quality monitoring program, using mobile equipment. The results of both initiatives will be made available to the public through the aforementioned committee structure.

F. Mitigation of Noise Effects

1. *Transport Canada should, on request, contribute to the cost of appropriate retrofitting with sound insulation of residences and schools, including portables, exposed to high levels of aircraft noise, with an independent investigation on a case-by-case basis to determine what retrofitting is appropriate, as follows:*

   (a) above 30 NEF, Transport Canada to pay 25% of cost of retrofitting;

   (b) above 35 NEF, Transport Canada to pay 50% of cost of retrofitting.

2. *Municipalities should endorse and support property tax adjustments for residential properties exposed to levels of aircraft noise of 30 NEF and above.*

3. *The owners of residences located at or within the 40 NEF contour should have the option of selling their property to Transport Canada, at an "unaffected fair market price."*

4. *Residents living within the 30 NEF contour, of whom it has been medically certified that their health is being damaged by aircraft noise, should have the option of relocating, with the full costs of relocation being recoverable from Transport Canada.*

5. *When a resident or school board has benefited from a mitigation program as recommended in 1 and 3 above, a notation must be added to the deed or property assessment roll information with a provision that no future claim can be made against Transport Canada.*

6. *In the event of a disagreement that cannot be resolved by the parties, either party can require binding arbitration, the costs of which will be shared jointly by the parties.*

Response (1,3,4,5,6)

Transport Canada believes that it is preferable to work at reducing the noise burden, at the source, rather than to give airports a licence to be noisy. Consistent with this policy, it has undertaken to regulate the phase-out of Chapter 2 aircraft and implement other noise abatement and mitigation measures described in Section E.

Also, Transport Canada has done everything that could reasonably have been expected of it, using the technology of the day and the forecasting tools available to it, to forewarn of the current noise environment. These efforts were not emphasized in the material presented to the Panel, because Transport Canada focussed its presentations on explaining the incremental noise impacts that would result from the addition of three runways, which as the Panel agrees are negligible. Had Transport Canada understood that the Panel would focus its attention on the existing noise situation, it would have ensured that the following factors were taken into account.

Firstly, Transport Canada has published guidelines on "Land Use in the Vicinity of Airport" since 1970, with revisions in 1972, 1985, 1989 and 1991. These, used in conjunction with noise forecasts (NEF contours), and CMHC and HWC guidelines, provide useful guidance for residential planners and builders. (CMHC, for example, establishes the 25 NEF contour as the threshold criterion above which analysis of the need for noise insulation would be recommended.)

Secondly, in 1978, within two years of the decision not to pursue the Pickering option, Transport Canada produced 1995 Noise Exposure Projections for LBPIA. These were intended to provide timely information to the municipalities adjoining LBPIA, and potential residents, of the noise environment that was forecast to exist by 1995 with the growth of LBPIA and no development of Pickering. Six years later, in 1984, Transport Canada produced the current revised 1996 NEP contours on which municipal land use plans are now based. The 1996 NEP contours fall within the bounds of the 1995 NEP contours.

Thus, as far back as 1978 adequate information was available to area municipalities on the future airport noise climate, to define the level of "noise comfort" to be provided to their new or infilled residential communities. By-laws to facilitate the availability of this information on deeds of purchase and at new residential developments were enacted by one area municipality. For its part, the airport provided articles to area newspapers detailing the steps a prudent potential purchaser should take before finalizing an agreement to purchase a home.

As for the consultative process between area municipalities and LBPIA, adjoining municipalities routinely seek input from Transport Canada on the acceptability of building developments which they perceive may be impacted by airport noise. For all such requests Transport Canada responds by providing advice, and where necessary discouraging the development, based on its location within the forecast contours. In cases where Transport Canada identifies a high noise impact, it usually advises that should the municipality be determined to proceed with the development, adequate sound insulation should be provided and the potential residents should be warned that at least the external enjoyment of their property could be affected. Transport Canada is unaware of any instance of reversal of municipal intent to approve proposed building development in response to concerns expressed by airport management.

For these reasons, Transport Canada cannot accept any of the recommendations in Section F.

G. Ecological Measures

1. *A decision should be made by 1995 and implemented by 1999 concerning the best practicable means for incineration of garbage from international flights.*

Response

As a result of recent changes to Agriculture Canada's Health of Animals Regulations, garbage from international flights may now be disposed of by controlled landfilling without prior sterilization. This will greatly facilitate a decision, before 1995, on permanent arrangements for the disposal of international garbage arriving at LBPIA.

2. *The measures relating to air and water quality, including arrangements for ongoing monitoring and for ameliorative action to prevent further deterioration, which were referred to in the EIS as elements of the airport's Environmental Management Plan, should proceed forthwith.*

Response

A water quality technician has been employed specifically to monitor water quality and ensure ameliorative actions are carried out as required. Water quality sampling and analysis is currently being carried out on a weekly basis for a variety of parameters and, during the winter months, on a daily basis for glycol.

As indicated in the response to recommendation E18, an air quality working group will evaluate the air quality monitoring needs of the airport. Ongoing use of the environmental assessment process, to screen projects that may have a detrimental effect on the ambient air quality, will help prevent further deterioration.

3. *Collection of airplane and runway de-icing materials to prevent their run-off, onto and beyond airport property, and contaminating soil, surface or ground water should be implemented by winter 1993-94.*

Response

A mitigation plan was implemented in November 1992 to ensure the collection of spent glycol. This plan uses specialized sweepers, diking and other control processes to contain the glycol and reduce the impacts on the receiving waters. The results are continuously monitored and improvements will be made as necessary. Plans are being developed to improve de-icing facilities for the commencement of the 1993-94 de-icing season.

4. *Transport Canada should take whatever measures may be found necessary to control safety hazards attributable to birds, deer or other wildlife.*

Response

Transport Canada will continue to place highest priority on reducing safety hazards attributable to wildlife, in conjunction with other agencies such as the Canadian Wildlife Service.

3.2

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 February 24

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: Transport Canada "Policy for Letting of Land for Aviation Related Activities" (AIR 93-015)

RECOMMENDATION:

That the Chairman of the Hamilton Region Airport Management Board send a copy of the Airport General Manager's letter to Transport Canada concerning the vesting issue directly to the Minister of State for Transport, Shirley Martin with a covering letter.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

In April of 1992, Transport Canada issued a discussion paper concerning the leasing of land on federal airports. A central tenet of that paper was that any improvements to the property, including the construction of buildings, immediately becomes the property of the Crown. Transport Canada defended this vesting policy as a fundamental principle of Common Law. The discussion paper created an uproar in the aviation community and as a result a revised draft policy was circulated December 24, 1992 asking for comments by February 26, 1993. Hamilton Airport never did receive the April 1992 discussion paper and only received the latest draft on February 22, 1993, four days before the deadline for comments.

Accordingly, the Airport General Manager, after consultation with various parties formulated and dispatched a response to Transport Canada on February 26, 1993. A copy of that response and the latest draft policy is attached for information. It is proposed that a copy of this letter be sent directly by the Chairman in a covering letter to the Minister of State for Transport, Shirley Martin because of her special interest in matters related to Hamilton Airport.

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Hamilton Airport
Mount Hope, Ontario
L0R 1W0

679-4151
or
679-4152

1993 February 26

Refer to File No.

Attention of:

Your File No.

FAXED 26 Feb 93

Mr. L. E. Rogers, PKO
Director
Airport Operations
Transport Canada
4900 Yonge Street
NORTH YORK, Ontario
M2N 6A5

Dear Mr. Rogers:

Re: Draft Policy for Letting of Land For Aviation Related Activities - December 7, 1992

The draft policy for the letting of land has been reviewed as requested in your letter of 16 February 1993. Rather than address each specific paragraph of the policy paper, it is intended in these comments to reflect on the overall tenor of the policy and how it can affect an airport such as that at Hamilton.

At places such as Hamilton-Wentworth, the airport is seen as having the potential to be a powerful economic generator. First, because it helps to draw business and institutional investment to the Region in general, and secondly, because of the employment that is generated at the airport itself. Therefore, it is important that policies for the letting of land recognize the larger issue of economic benefit rather than just the requirement to generate revenue for the airport.

At larger and busier airports such as Pearson, the demand for land can be strong as the attractiveness of such locations from an investment point of view is readily apparent and the disadvantages of entering into a lease with the Crown can be mitigated. At Hamilton Airport the disadvantages of a Crown lease can be overwhelming. When the proponent of a development on Crown land approaches a financial institution for funding and states that the structure proposed is to be on land not owned; that the facility can only be used for aviation related activities; that use of the structure is constrained not only by the normal municipal by-laws but by local airport regulations; that the term of the land lease is seriously constrained; that renewals of the land lease can be withheld; and, that the structure ultimately vests to the Crown, the financial institution can hardly be blamed for looking askance at the application.

The objective of the land letting policy at underdeveloped airports should be to encourage investment. Lease rates for land should not be based on market value beyond the airport's boundaries but should be substantially reduced to reflect the restrictive nature of the lease as mentioned above. Because of these restrictions, on-airport land does not compete with surrounding lands, particularly when the clauses "for aviation related purposes only" or "vesting in the Crown" are applied. Thus a so-called market value or external land sale valuation is not appropriate.

Perhaps it would be more appropriate to have separate land letting policies for developed airports and underdeveloped airports. The clauses that require market value of comparable land, vesting in the Crown, length of lease terms and lease extensions should be reviewed under the criteria of their effect on encouraging investment and attracting financing. The thrust should be less on revenue generation and more on business development.

I thank you for your attention and interest in this matter. If you wish to discuss it further, please call me at (416) 679-4151.

Yours sincerely,

S. L. Kincaid
Airport General Manager

SLK/mt

Transport Canada / Transports Canada
Airports / Aéroports

4900 Yonge Street
Suite 300, 4th Floor
NORTH YORK, Ontario
M2N 6A5

FILE NO. 850-004
LETTER NO.
FEB 22 1993
APM
ADMIN.
MAINT.
ENG.
OPS.
REF. TO
APP. BY
FILED BY

Your file / Votre référence

Our file / Notre référence

16, February 1993

Mr. S. Kincaid
Airport Manager
Hamilton Airport
MOUNT HOPE, Ontario
L0R 1W0

Dear Mr. Kincaid:

As discussed with Mr. Don MacLean last Saturday, attached for your review and comments is a draft copy of the "Policy for Letting of Land for Aviation Related Activities".

If you have any questions, please give me a call.

Yours truly,

L.E. Rogers
Regional Director
Airport Operations

Attached.

Canada

Government of Canada / Gouvernement du Canada

MEMORANDUM NOTE DE SERVICE

To / À: See Distribution List / Voir la liste de diffusion

From / De: AKC - Ottawa

Security Classification – Classification de sécur:

Our File – Notre référence:

Your File – Votre référence: AKC 6188-47

Date: DEC 24 1992

Subject / Objet

POLICY FOR LETTING OF LAND FOR AVIATION RELATED ACTIVITIES

Please find attached a DRAFT Policy for Letting of Land for Aviation Related Activities.

Comments and suggestions received in the initial round of consultation were reviewed, analyzed and, where feasible, incorporated into the DRAFT policy.

On November 12, 1992, we gained the Ministers' agreement to the recommended policy outline presented to you in our November 2 memorandum. On November 15, I presented the recommended policy outline to ATAC's Airport Affairs Committee. ATAC members at the meeting indicated that the recommended policy outline was a positive sign and that they looked forward to commenting on the draft policy.

POLITIQUE DE LOCATION DE TERRAINS POUR DES ACTIVITÉS LIÉES À L'AVIATION

Veuillez trouver ci-joint une ébauche de la Politique de location de terrains pour des activités liées à l'aviation.

Les commentaires et les suggestions recueillis lors de la première séance de consultation ont été révisés, analysés et, dans la mesure du possible, incorporés à l'ébauche de politique.

Le 12 novembre 1992, nous avons obtenu l'approbation des ministres sur l'énoncé de politique recommandé dans notre note de service du 2 novembre 1992. Le 15 novembre 1992, l'énoncé de politique recommandé a été présenté lors de la réunion du Comité des affaires aéroportuaires de l'ATAC. Les membres de l'ATAC qui ont assisté à la réunion ont indiqué que l'énoncé de politique recommandé était prometteur et qu'ils attendaient avec impatience l'occasion de faire des commentaires sur l'ébauche de politique.

. . ./2

The next phase in this policy development process will be to undertake another round of local consultations with your tenants and others who provided comments on the Discussion paper. This will provide all interested parties with an opportunity to comment on the changes that were made as a result of the first round of consultations. We believe that the changes on the vesting issues incorporated into the policy document will be viewed far more positively than was the case last time. We are also confident that you will be able to collect more constructive comments, both on a local and national policy basis, on this emotional and difficult issue.

La prochaine étape du processus d'élaboration de la politique inclura d'autres séances de consultation avec vos locataires et d'autres personnes qui ont fourni des commentaires sur le document de travail. Toutes les parties intéressées auront ainsi la chance d'émettre des commentaires sur les changements faits à la suite des premières consultations. Cette fois-ci, nous croyons que les locataires seront plus ouverts aux changements sur les questions touchant aux améliorations dévolues qui ont été incorporés à la politique. Nous sommes aussi persuadés que vous pourrez obtenir d'autres commentaires constructifs, tant au niveau des politiques locales que nationales, concernant cette question sensible et complexe .

In order to meet the objective of promulgating the final in April 1993, we would be expected to present the results of consultation on the DRAFT to the Minister in March 1993. Therefore it would be appreciated if you could provide us with the results of this consultation process by February 26, 1993.

La politique finale devrait être mise en vigueur en avril 1993. Pour respecter cet objectif, il faudra présenter les résultats de la consultation au Ministre en mars 1993. Veuillez donc nous fournir les résultats des consultations d'ici le 26 février 1993.

. . ./3

Patti Kuntz will call the regional/airport officials who are assigned responsibility for coordinating the local consultation to provide additional background and offer assistance. Please call Patti at (613) 990-0683 to identify the responsible officer.

Thank you very much for your cooperation.

Patti Kuntz téléphonera aux responsables des Régions et des aéroports chargés d'organiser les consultations locales afin de leur fournir des renseignements généraux et de leur venir en aide, au besoin. Veuillez communiquer le nom du responsable à Patti, au (613) 990-0683.

Merci beaucoup de votre collaboration.

S. Tining
Director General/Directrice générale
Commercial Development and Marketing/
Développement commercial et marketing

INTRODUCTION

Subject:

POLICY FOR LETTING OF LAND FOR AVIATION RELATED ACTIVITIES

Land at Federal Airports is leased pursuant to the Federal Real Property Act and the Federal Real Property Regulations. Pursuant to that Act and Regulations, the Minister of Transport has the authority to enter into a lease or grant a license to use or occupy such lands. This policy is a guide for the granting of aviation related leases under the authority of the Minister of Transport as well as in the development of recommendations to Treasury Board for leases that exceed the authority of the Minister.

This is a Departmental Policy only. It is not intended to, and does not create any legal rights or obligations of any nature or kind whatsoever.

References: Treasury Board Real Property Management Manual

SUPERSEDES: Airport Land Development Policy
AK-31-60-000, 001, 100, 301, 302, 303

EFFECTIVE DATE:

APPROVED BY:

SIGNATURE: DATE:

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1. DEFINITIONS:

1.1 Aviation Related Activities

Aviation related activities require direct access to aircraft on airside. Examples of such activities are hangars, general aviation facilities, etc.

In some instances it may also include an activity for which vehicle access to airside is required such as:

- Flight Kitchens
- Aircraft Fuelling Facilities
- Air Cargo Facilities
- De-icing Installations

1.2 Capital Improvements

A "Capital Improvement" is defined as any single work that:

a) extends the economic life of the asset; and

b) adds significant economic value to the existing facilities.

but does not include:

a) Normal maintenance and repair of an asset occurring frequently which are required to keep the asset functioning at its original level of capability and which does not extend the asset's life.

b) Unusual maintenance and repair of an asset occurring infrequently, as a result of unplanned events, which is required to restore the asset to its original state whether or not it extends the asset's life, e.g., repairing or replacing a furnace that has unexpectedly ceased to function, repairing a roadway that has broken up as a result of faulty drainage.

1.3 Captive Tenant

a) Tenant who is operating an aviation related activity that requires direct access to aircraft on the airside as opposed to vehicle access.

b) Tenant who is operating an aviation related activity and, for whom there is, to the particular airport, no practical alternative but to locate on airport lands.

1.4 Economic Life

The period over which improvements to real estate, in its then current state, will continue to be able to be used for its current use.

1.5 Remaining Economic Life

The number of years remaining in the economic life of the structure, as of the date of the examination.

1.6 Right of First Refusal:

A right granted to an existing tenant to match an offer on contiguous lands made by a third party.

1.7 Option to Lease

A right granted to a tenant for a specific period of time, in exchange for a fee, to obtain a lease of described property.

1.8 Absolute or Quadruple Net Lease:

A lease whereby the tenant is responsible for all costs and expenses related to the leased premises including all obligations as owner of the structure so that the landlord receives a rent without being required to expend any money with respect to the leased premises.

2. REQUIREMENT FOR LEASE OR LICENSE

No person shall be permitted to occupy or use any space in buildings or any land administered by the Department unless there is an executed lease, licence or agreement that provides specific authority for the occupancy or use of such space or land.

3. PRIORITY FOR LETTING OF LAND

A competitive process shall be used where there is a shortage of land available for development or there is demand by more than one party for a site. Where the demand is minimal, the letting of land for aviation related activities may be on a first come, first served basis providing that the appropriate general public is made aware of the availability of lands through appropriate signage and advertisements.

Prior to the letting of any parcel of land, the use must conform with the relevant:

a) Airport Master Plan,
b) Airport Land Use Plan,
c) Commercial Development Plan, and
d) Subdivision Plan.

4. ORIGINAL LEASE

4.1 LENGTH OF TERM

Each lease is to be for a specific term, usually the shortest reasonable period consistent with program objectives. The maximum term that can be considered is:

a) the time normally permitted by chartered banks in Canada to amortize loans and mortgages for the improvements the tenant will make to the real property

plus

b) the additional time, if any, required to depreciate the capital investment the tenant will make in improvements

In making a determination whether to grant the maximum term, the Airport Manager may also consider:

- additional value added to the land (i.e. improvements)
- type of business
- relevant socio-economic factors
- compatibility with airport plans (See 3. above)

4.2 EXTENSIONS

a) Capital Improvements

A tenant who desires to invest, during the term of his lease, additional capital for improvements on his leased airport lands in addition to the original improvements contemplated in any such lease, may request an extension of his lease to provide a sufficient period of time to enable the tenant to amortize the capital invested in hard costs. The term of a lease will be considered for an extension (taking into account the balance of the term remaining at the time of application) when <u>all</u> of the following conditions are met:

i) The same "use" continues and is consistent with program objectives, airport requirements, and airport planning.

ii) There are and will be no requirements for fair, open and competitive access at lease expiry.

iii) The tenant has observed all terms and conditions of the initial lease and is in good financial standing with the Department.

iv) The original improvements have been maintained in good operational order and continue to comply with all zoning, and all building standards and be of good general appearance.

v) The tenant must submit plans, specifications and design drawings for the new improvements.

vi) Where applicable, the plans, specifications, and design drawings must be approved by the Department.

vii) The new improvements must comply with all zoning, and all building standards and be of good general appearance.

viii) Where an extension is granted on the basis of proposed additional investment, the supplemental lease agreement will contain clauses to specify milestones of construction and a maximum period for construction and will further provide for appropriate consequences and penalties, if any of the conditions of the supplemental lease agreement are not met.

ix) The supplemental lease agreement will require the tenant to provide appropriate performance bonds, labour & material payment bonds and insurance.

x) The tenant must provide, within 90 days of the end of construction, the Department with audited statements of an auditor, which confirm the funds expended for hard costs for the new improvements, so that the cost of the new improvements is a matter of record.

Financial considerations will be determined as per Section 4.3 of this policy. The basic land rental rate will reflect the value of land only excluding improvements.

b) **No Capital Improvements**

A tenant who is a captive tenant at a specific airport, may, at the end of the term of his lease, request an extension to his lease if there is remaining economic life in the building and all of the following considerations are met:

i) The same "use" continues and is consistent with program objectives, airport requirements, and airport planning

ii) There are and will be no requirements for fair, open and competitive access at lease expiry

iii) The tenant has observed all terms and conditions of the initial lease and is in good financial standing with the Department. The original improvements have been maintained in good operational order.

iv) The improvements must be in compliance with all zoning, and all building standards and be of good general appearance.

The maximum allowable extension which can be given is the remaining economic life of the improvements or 20 years, whichever is shorter.

4.3 DETERMINATION OF FINANCIAL CONSIDERATION

4.3.1 Components

Financial consideration will consist of

a) Market Rent - Land

The basic land rental rate is based upon the market value of the subject land only, which in turn is based on the market values' of comparable land within the demographic region served by the airport as appraised by an accredited Appraiser in accordance with Transport Canada's Policy on Appraisals and "Guidelines on Appraisal Report Requirements".

The rent is fixed for a maximum of five years in each lease. The rent for each lease will be adjusted, at a minimum, every five years on the basis of the subject property's then market value.

b) and Percentage Rent, if applicable

c) and Airport Maintenance Charge:

All new leases, lease extensions and lease renewals must include the full Airport Maintenance Charge as set out in the Airport Maintenance Charge Policy.

d) and Fees and Charges which the Minister may consider appropriate to implement as a matter of policy

4.3.2 Non Profit Organizations

Financial considerations respecting non profit organizations will be dealt with under a separate policy. A non profit organization is defined as one which is registered as a charitable organization under the Income Tax Act.

4.3.3 Credit for Provision of Facilities or Services by Tenant

In the event that the Department is not able to fund services which it would ordinarily supply and the tenant provides funding for such services, the Department may consider a reduction in the basic land rent of an amount not exceeding the benefit to the Crown of the tenant providing such funding.

5. LEASE WITH VESTED IMPROVEMENTS

Any improvements made to the land shall, upon termination of the Lease, or any extensions thereto, for whatever reason, be vested in the Crown. The Department shall have the option of requiring the tenant to remove such improvements and restore the land to its original condition at the tenant's expense. Such terms and conditions will be incorporated in the lease document.

5.1 LENGTH OF TERM

a) New Lease - No Capital Improvements

A new lease may be considered for a term of up to five years where all of the following conditions are met:

i) The "use" is consistent with program objectives
ii) The use of the property must continue to conform with the appropriate airport plans
iii) The Department is of the opinion that there is no higher and better use of the land.
iv) If the proposed tenant is an existing tenant, they must be in good standing with the Department
v) The financial consideration will be based on the market value of entire leasehold, including land, building and other improvements, see Section 5.3.

b) New Lease - Capital Improvements

An original term greater than five years, based on the principles outlined in 4.2 a), may be given where there is approved capital investment in improvements, if all of conditions outlined in 4.2 a) are met.

5.2 EXTENSIONS

A tenant who desires to invest, during the term of his vested improvements lease, additional capital for improvements on his leased premises, may request an extension of his lease to provide a sufficient period of time to enable the tenant to amortize the capital invested in hard costs. The term of the vested improvements lease will be considered for an extension (taking into account the balance of the term remaining at the time of application) when all of the following conditions are met:

i) The same "use" continues and is consistent with program objectives, airport requirements, and airport planning.

ii) There are and will be no requirements for fair, open and competitive access at lease expiry.

iii) The tenant has observed all terms and conditions of the initial lease and is in good financial standing with the Department.

iv) The original improvements have been maintained in good operational order and continue to comply with all zoning, and all building standards and be of good general appearance.

v) The tenant must submit plans, specifications and design drawings for the new improvement.

vi) Where applicable, the plans, specifications, and design drawings must be approved by the Department.

vii) The new improvements must comply with all zoning and all building standards and be of good general appearance.

viii) Where an extension is granted on the basis of proposed additional investment, the supplemental lease agreement will contain clauses to specify milestones of construction and a maximum period for construction and will further provide for any consequences and penalties, if any of the conditions of the supplemental lease agreement are not met.

ix) The supplemental lease agreement will require the tenant to provide appropriate performance bonds, labour & material payment bonds and insurance.

x) The tenant must provide, within 90 days after the end of construction, the Department with audited statements of an auditor, which confirm the funds expended for hard costs for the new improvements, so that the cost of additional improvements is a matter of record.

5.3 DETERMINATION OF FINANCIAL CONSIDERATION

5.3.1 Components

Financial consideration will consist of

a) Market Rent for Land and Improvements

The rental rate is based upon the market value of the entire leasehold, including land, building and other improvements that exist at lease commencement. In most cases, the lease will be an absolute or quadruple net lease. The market value of the subject leasehold will be based on the following:

Category 1:

Definition: This category includes special purpose aviation related buildings, that require access to aircraft on airside as opposed to vehicle access, and for which, there is a lack of comparables within the demographic area served by the airport.

Appraisal Methodology:

1) Land:

Market Value for the land component will be established as per Section 4.3.1

2) Improvements:

Market Value for all improvements will be established on the basis of depreciated replacement cost as determined by an accredited Appraiser in accordance with Transport Canada's Policy on Appraisals and "Guidelines on Appraisal Report Requirements".

Category 2:

Definition: This category includes aviation related industrial or commercial buildings that do not require direct access to airside. Such facilities usually have comparables off-airport properties which sell and rent in the demographic area served by the airport.

Appraisal Methodology: Land & Improvements:

Market Value for the leased premises will be established on the basis of comparables within the demographic area served by the airport as appraised by an accredited Appraiser in accordance with Transport Canada's Policy on Appraisals and "Guidelines on Appraisal Report Requirements"

The rent is fixed for a maximum of five years in each lease. The rent for each lease will be adjusted, at a minimum, every five years on the basis of the subject property's then market value.

b) and Percentage Rent, if applicable

c) and Airport Maintenance Charge:

All new leases for vested improvements must include the full Airport Maintenance Charge as set out in the Airport Maintenance Charge Policy.

d) and Fees and Charges which the Minister may consider appropriate to implement as a matter of policy

5.3.2 Non Profit Organizations

Financial considerations respecting non profit organizations will be dealt with under a separate policy. A non profit organization is defined as one which is registered as a charitable organization under the Income Tax Act.

5.3.3 Credit for Provision of Facilities or Services by Tenant

In the event that the Department is not able to fund services which it would ordinarily supply and the tenant provides funding for such services, the Department may consider a reduction in the basic land rent of an amount not exceeding the benefit to the Crown of the tenant providing such funding.

6. DISPUTE OF BASIC LAND RENTAL RATES

At times of rental rate adjustments or lease renewals, the tenant has the right to dispute the market value of the property in accordance with the rent dispute resolution process set out in the lease agreement. The right to dispute will also be extended to any tenant who has a term certain lease for a period greater than five years but does not have a rent dispute resolution process contained in the lease.

7. YEAR-TO-YEAR PLEASURE LEASES

For year-to-year pleasure leases, the rental rate must be adjusted annually to reflect on the lease anniversary, the then current land rental rate or $500 per annum, whichever is greater, on the lease anniversary. There will be no right to dispute any factor used to determine the rental rate.

8. ASSIGNMENT

A tenant may assign his leasehold interest during his tenure to another aviation-related concern, subject to the Minister's consent to the assignment. An administration fee will be charged for the giving of consent to an assignment.

In the case of assignment to a non-aviation related activity, the Minister may unreasonably withhold consent.

9. CONNECTION TO SERVICES

9.1 Water, Sewage and Power

It will be the tenant's responsibility to connect to the nearest trunk or lateral line for water, sewer, power and any other utility. This will be done at the tenant's own expense.

9.2 Aircraft Taxiway Access

If taxiway access is required by the tenant and is approved by the Department, it will be the tenant's responsibility to connect to the aircraft taxiway. This will be done at the tenant's own expense.

9.3 Roadway Access

If stub roadway access is required and is approved by the Department, it will be the tenant's responsibility to connect to any airport roadway. This will be done at the tenant's own expense.

10. RIGHT OF FIRST REFUSAL

A "right of first refusal" shall not be granted.

11. OPTION TO LEASE

An "option to lease" may only be considered when all of the following conditions have been met:

a) The optioned land is contiguous on either side or to the rear of the land that is leased to the tenant.

b) There is sufficient land available at the airport

c) The purpose for which the optioned land is to be used must be compatible with the relevant plans for that area.

d) The use of the optioned land will be restricted to aviation-related purposes

e) There will be a financial "charge" for the granting of the option.

f) An option to lease can only be granted to a maximum of 120 days.

g) The term and financial consideration of the option lease shall be determined in accordance with this policy

h) At the expiration of the option period, Transport Canada has no further obligation.

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GOVERNMENT DOCUMENTS

HAMILTON REGION AIRPORT MANAGEMENT BOARD

A G E N D A

DATE: Thursday, April 8, 1993

TIME: 8:30 o'clock a.m.

PLACE: **Hamilton Airport Terminal Building**

---

1. **GENERAL**

   a) **Declaration of Interest** re: Municipal Conflict of Interest Act

   b) **Minutes** of the March 11, 1993 meeting of the Hamilton-Wentworth Region Airport Management Board

2. **CONSENT AGENDA**

   2.1 **1993 Airshow Agreement**

   a) That the application of The Hamilton International Air Show Foundation (the "Applicant") to stage an air show at Hamilton Airport June 19 and 20, 1993 (the "Air Show") and from June 7 to 25, 1993 for setting up and dismantling the Air Show or until the Applicant leaves the premises, whichever is later, be approved, provided;

      i) That the Applicant enter into an agreement with The Regional Municipality of Hamilton-Wentworth (the "Region"), in a form satisfactory to the Commissioner of Legal Services, setting forth the terms and conditions governing the Air Show covering such items as Liability Insurance, clean up, etc.;

ii) That the Applicant shall provide and maintain for the protection of itself, the Region, Transport Canada, The Corporation of the City of Hamilton, The Town of Ancaster, and The Corporation of the Township of Glanbrook, an Airmeet Liability Insurance policy from an insurer acceptable to the Region and licensed to do business in Ontario, naming The Regional Municipality of Hamilton-Wentworth and the other persons named in this paragraph, which shall include their employees and all volunteers involved in the Airshow, as insureds therein, to cover claims for public liability for death, personal injury, and property damage and loss, arising from the holding of the Airshow or arising from this Agreement, including but not limited to Non-Owned Automobile Liability Insurance, with coverage of not less than TWELVE MILLION DOLLARS IN CANADIAN CURRENCY ($12,000,000.00 Canadian) for each occurrence, with the exception of pyrotechnics liability coverage and non-owned aircraft liability coverage;

iii) That such Airmeet Liability Insurance Policy shall also include pyrotechnic liability coverage relating to the Airshow and any promotional events preceding the Airshow. The Applicant represents to the Region that it has undertaken a comprehensive investigation of the appropriate insurance market and has determined that, as of the date of the execution of this agreement, the maximum coverage available under such Airmeet Liability Insurance policy for the holding of such pyrotechnic display is ONE MILLION DOLLARS IN UNITED STATES CURRENCY ($1,000,000.00 U.S.);

iv) That the Applicant provide an endorsement for non-owned aircraft liability having a limit of not less than ONE MILLION DOLLARS CANADIAN CURRENCY ($1,000,000.00 Canadian) for each occurrence, including passengers; and further, that the applicant shall ensure that each such participant shall fully comply with all conditions of such endorsement;

v) That the Applicant shall also provide and maintain, at its own expense, a Commercial General Liability insurance policy in an amount of not less than THREE MILLION DOLLARS IN CANADIAN CURRENCY ($3,000,000.00 Canadian), in order to supplement the aforementioned Airmeet Liability Insurance policy, in particular, for activities relating to (but not limited to) parking and sale of food, beverages, and souvenirs. Such policy shall specifically include products liability coverage;

vi) That the Applicant agrees not to do or omit to do anything that might breach the terms or conditions of the insurance policies required under this Agreement;

vii) That in the event the Applicant requires the inclusion of Glanford Aviation Ltd and/or Peninsulair Ltd. as participants, then the applicant shall include Glanford Aviation Ltd. and/or Peninsulair Ltd. as additional named insured on the Applicant's air show liability policy, respecting the use of the airport premises during the Air Show; provided that Glanford Aviation and/or Peninsulair shall include the Applicant, the Region, Transport Canada, the City of Hamilton, the Town of Ancaster, and the Township of Glanbrook on each of their respective aviation liability policies regarding legal liability arising from the performance of aircraft rides, or in the alternative, the Applicant shall be required to provide such other insurance arrangements satisfactory to the Supervisor of Insurance for the Region to accommodate the inclusion of Glanford Aviation Ltd. and/or Peninsulair Ltd. as Air Show participants;

viii) That the Applicant be required to give the Airport General Manager at least ten days' notice for any advance promotional events provided that no such event can be held unless the Applicant has the prior written approval of the Airport General Manager and unless the Applicant has provided the Airport General Manager satisfactory proof that the proper insurance for the event is in place;

ix) That the Applicant provide the Airport General Manager with proof of such insurance policies in the form of a certificate of insurance no later than the 1st day of June, 1993, for approval;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the agreement on behalf of the Region, in a form satisfactory to the Commissioner of Legal Services.

2.2 **For the Information of the Board**

a) Airport Accounts Receivable Over 90 Days as at March 24, 1993

b) Correspondence to Regional Chairman R. J. Whynott from Mr. Gerry Meinzer, Interim Chairman, Pearson International and Greater Toronto Airports Authority, respecting the proposed Local Airport Authority (LAA)

c) Correspondence between Regional Chairman R. J. Whynott from the Honourable Shirley Martin, Minister of State for Transport, respecting the use of Hamilton Airport by the Public Civil Service

3. DISCUSSION AGENDA

3.1 **Strategic Planning Process - Hamilton Airport (AIR 93-016)**

That the Airport General Manager be authorized and directed to develop a strategic planning process addressing the issues noted in Report AIR 93-016.

3.2 **Policy regarding collection of Airport rents and landing fees as observed by the Finance Department for the Region (AIR 93-017)**

That report AIR 93-017 be received for information.

3.3 **Air Laurentian Outstanding Accounts Receivable (AIR 93-020)**

That staff be authorized and directed, in accordance with normal collection procedures as outlined in Report AIR 93-017, to carry out these procedures with Air Laurentian.

3.4 **US Air Express Operations at Hamilton (AIR 93-018)**

a) That the Chairman of the Hamilton Region Airport Management Board and the Airport General Manager be authorized and directed to meet with Mr. Timothy Coon, Senior Vice President of Operations for US Air Express, to discuss that company's operations at Hamilton Airport;

b) That, pending the outcome of this meeting, US Air Express be allowed to continue their tenancy on a month to month basis at the current rates.

3.5 **New Land Rental Rates (AIR 93-019)**

a) That the rate schedule for land rental rates at Hamilton Airport, as attached to Report AIR 93-019, be established for the next five years effective May 1, 1993;

b) That the Airport General Manager be authorized and directed to give all the current Hamilton Airport tenants with long-term land subleases the two hundred and forty (240) day "Notice of Revised Annual Rent" (which is contained in their current subleases), outlining the new land rental rates.

4. **IN CAMERA**

4.1 **In-Camera Report - Hamilton Airport**

5. **OUTSTANDING BUSINESS**	**DATE**	**ACTION**	**STATUS**
Liability Insurance for Environmental Protection	Sept.10/92	K. Muller	Pending

6. **ADJOURNMENT**

16)

HAMILTON REGION AIRPORT MANAGEMENT BOARD

The Hamilton Region Airport Management Board met at 8:30 a.m. on Thursday, March 11, 1993 in the Hamilton Airport Terminal Building.

Present:	Vice Chairman K. Gregg Councillors D. Agostino, G. Etherington, H. Merling; Messrs. O. Boris, L. Culver, J. Monaco, J. Skelton
Absent with Regrets:	Chairman R. J. Whynott - Regional Business Councillor R. Wade - Vacation Councillor D. Wilson - Regional Business Mme. J. Mongeon - Vacation
Also Present:	Councillor F. MacIntyre; Messrs. S. L. Kincaid (Airport General Manager), B. MacSween; Mmes. J. Furlani, S. Renshaw, L. Howard

1. GENERAL

a) **Declaration of Interest** re: Municipal Conflict of Interest Act: None

b) **Minutes** of the February 11, 1993 meeting of the Hamilton Region Airport Management Board

(Etherington/Skelton)
Be received and adopted as presented. **CARRIED.**

2. CONSENT AGENDA

Item 2.4(a) was moved to the discussion agenda.

(Skelton/Monaco)

2.1 **Special Occasion Permit - Hamilton International Air Show (AIR 93-011)**

a) That The Regional Municipality of Hamilton-Wentworth support the application for a Special Occasion Permit for liquor during the Volunteer Appreciation Night and the Hamilton Air Show on June 18, 19 and 20, 1993 as per letter dated February 19, 1993 from Matt Yardley, Director of Distribution, Aeroheritage, Hamilton International Air Show;

b) That a copy of Regional Council's resolution on the above-mentioned be forwarded to Mr. M. Yardley, Director of Distribution, Aeroheritage, Hamilton International Air Show.

2.2 **Lease Renewal - United Parcel Service (AIR 93-009)**

a) That the application for United Parcel Service to renew their lease for 197.60 square metres of the Ontario Hamilton Project Team (OHPT) Building and 1,090 square metres of related parking area be approved, subject to the following:

i) That the applicant enter into a one-year sublease agreement with the Region in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

ii) That the rental rate for 197.60 square metres of the OHPT Building be established at $82.12 per square metre per annum and for 1,090 square metres of related parking area at $2.03 per square metre per annum, plus a 10% administrative/ maintenance fee, plus the 7% G.S.T., resulting in an annual rental rate of $21,703.42 to be paid in monthly instalments of $1,808.62, plus realty taxes commencing March 1, 1993 and subject to any future Transport Canada rental increases;

iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the sublease;

iv) That the monthly rent for the OHPT Building be credited to Office & Shop Space - Account No. 1-46007-343199, the monthly rent for the related parking area be credited to Land Rental - Account No. 1-46006-343199, and that the monthly administration/maintenance fee be credited to the Administration/Maintenance Fee - Account No. 1-45137-343199;

v) That the applicant be requested to provide the Region with the necessary Comprehensive and Liability Insurance, naming the Region and Transport Canada co-insureds;

vi) That the thirty-day termination clause be included in the one-year sublease agreement for both parties;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the sublease documents on behalf of the Region.

2.3 **Small Parking Lot - Parking Charges - Hamilton Airport (AIR 93-010)**

That the present policy for free parking at the Hamilton Airport, in the small parking area adjacent to the Air Terminal Building which is limited to two hours, be maintained.

2.4 **For the Information of the Board:**

b) Airport Accounts Receivable Over 90 Days as at February 26, 1993

c) Correspondence to the Ancaster News Journal from Mr. Ed van Oosterhout, Manager, Sales & Services, Air Laurentian, respecting the artical "403 Link Will Take 2 Years: Engineer", Ancaster News Journal, February 3, 1993

d) News Release from the Federal Environmental Assessment Review Office respecting "Pearson Environmental Assessment Panel Sends Letter to Federal Environment Minister Jean Charest

CARRIED.

3. **DISCUSSION AGENDA**

3.1 **Southern Ontario Area Airports Study (AIR 93-014)**

(Skelton/Boris)
That the Airport General Manager be authorized and directed to advise Transport Canada that the Hamilton Region Airport Management Board wishes to provide input to the Southern Ontario Area Airports Study.

CARRIED.

3.2 **Transport Canada "Policy for Letting of Land for Aviation Related Activities" (AIR 93-015)**

(Boris/Merling)

a) That the Airport General Manager be directed to send a letter to Transport Canada in support of Item 56 of Transportation Services Committee Report 3-93 respecting "Proposed Vesting Policy", which was adopted by Regional Council at its meeting of March 2, 1993;

b) That the Chairman of the Hamilton Region Airport Management Board send a letter concerning the vesting issue to the Minister of State for Transport. **CARRIED.**

On motion **(Monaco/Agostino)** the Board moved In-Camera. **CARRIED.**

On motion **(Agostino/Merling)** the Board reconvened in open session. **CARRIED.**

2.4(a) Major Structural Fire - Hamilton Airport - Hangar #3, Canadian Warplane Heritage Maintenance Hangar **(AIR 93-013)**

(Skelton/Monaco)

a) That Report AIR 93-013 be received;

b) That the correspondence to Chairman R. J. Whynott from J.P. Evans, General Manager & C.O.O. Canadian Warplane Heritage Museum be received.

CARRIED.
(Attachment)

NEW BUSINESS #1

Outstanding Accounts - Hamilton Airport

(Merling/Monaco)

a) That staff be directed to review and report back on the policy with regard to collection of outstanding amounts owing to the Hamilton Airport;

b) That all outstanding accounts be given a deadline of thirty (30) days to make payment, in accordance with past procedures of Council. **CARRIED.**
(No attachment)

NEW BUSINESS #2

Request for Proposals - Lot C-13 - Update

(Culver/Skelton)
That the Airport General Manager take the necessary steps to have the Request for Proposal respecting Lot C-13 ready for distribution no later than May 15, 1993.
CARRIED.

The Board adjourned at 10:30 a.m.

_____
Vice Chairman

_____
Secretary



CANADIAN WARPLANE HERITAGE MUSEUM
Hamilton Airport, P.O. Box 35, Mount Hope, Ontario L0R 1W0, Tel: (416) 679-4183 Fax: (416) 679-4186
PATRON: HIS ROYAL HIGHNESS THE PRINCE OF WALES

March 2, 1993

Mr. R. Whynott
Chairman
Hamilton Airport Management Board
Terminal Building
Hamilton Airport
MOUNT HOPE, Ontario
L0R 1W0

Dear Mr. Whynott:

On behalf of the members, Board of Directors and staff of Canadian Warplane Heritage I write to express through you and the Management Board our thanks to the Hamilton Airport staff who have rendered assistance and support during our most recent difficulties.

From that fateful Monday, Sam Kincaid, Barry MacSween and all members of their staff have given consistent and sustained assistance as we recover from the fire and begin our rebuild programme.

We also acknowledge with gratitude the presence of you and other members of the Board on that fateful day. Your personal interest in our "hour of need" is gratefully appreciated by all of us here at the Museum.

Per Ardua Ad Astra!

Yours sincerely,

J.P. Evans
General Manger & C.O.O.

JPE:kmm

CONSENT AGENDA MATERIAL

2.1

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 March 30
080-001.1

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: 1993 Air Show Agreement (AIR 93-012)

RECOMMENDATION:

a) That the application of The Hamilton International Air Show Foundation (the "Applicant"), to stage an air show at Hamilton Airport June 19 and 20, 1993 (the "Air Show") and from June 7 to 25 for setting up and dismantling the Air Show or until the Applicant leaves the premises whichever is later be approved, provided:

i) That the Applicant enter into an agreement with the Regional Municipality of Hamilton-Wentworth (the "Region"), in a form satisfactory to the Commissioner of Legal Services, setting forth the terms and conditions governing the Air Show covering such items as Liability Insurance, clean up, etc.;

ii) That the Applicant shall provide and maintain for the protection of itself, the Region, Transport Canada, The Corporation of the City of Hamilton, the Town of Ancaster and the Corporation of the Township of Glanbrook, an Airmeet Liability Insurance policy from an insurer, acceptable to the Region and licensed to do business in Ontario, naming The Regional Municipality of Hamilton-Wentworth and the other persons named in this paragraph, which shall include their employees and all volunteers involved in the Airshow, as insureds therein, to cover claims for public liability for death, personal injury, and property damage and loss, arising from the holding of the Airshow or arising from this Agreement, including but not limited to Non-Owned Automobile Liability Insurance, with coverage of not less than TWELVE MILLION DOLLARS IN CANADIAN CURRENCY ($12,000,000.00 Canadian) for each occurrence, with the exception of pyrotechnics liability coverage and non-owned aircraft liability coverage;

iii) That such Airmeet Liability Insurance Policy shall also include pyrotechnic liability coverage relating to the Airshow and any promotional events preceding the Airshow. The Applicant represents to the Region that it has undertaken a comprehensive investigation of the appropriate insurance market and has determined that, as of the date of the execution of this agreement, the maximum coverage available under such Airmeet Liability Insurance policy for the holding of such pyrotechnic display is ONE MILLION DOLLARS IN UNITED STATES CURRENCY ($1,000,000.00 U.S.);

iv) That the Applicant provide an endorsement for non-owned aircraft liability having a limit of not less than ONE MILLION DOLLARS CANADIAN CURRENCY ($1,000,000.00 Canadian) for each occurrence, including passengers; and further, that the applicant shall ensure that each such participant shall fully comply with all conditions of such endorsement;

v) That the Applicant shall also provide and maintain, at its own expense, a Commercial General Liability insurance policy in an amount of not less than THREE MILLION DOLLARS IN CANADIAN CURRENCY ($3,000,000.00 Canadian), in order to supplement the aforementioned Airmeet Liability Insurance policy, in particular, for activities relating to (but not limited to) parking and sale of food, beverages, and souvenirs. Such policy shall specifically include products liability coverage;

vi) That the Applicant agrees not to do or omit to do anything that might breach the terms or conditions of the insurance policies required under this Agreement;

vii) That in the event the Applicant requires the inclusion of Glanford Aviation Ltd and/or Peninsulair Ltd. as participants, then the applicant shall include Glanford Aviation Ltd. and/or Peninsulair Ltd. as additional named insured on the Applicant's air show liability policy, respecting the use of the airport premises during the Air Show; provided that Glanford Aviation and/or Peninsulair shall include the Applicant, the Region, Transport Canada, the City of Hamilton, the Town of Ancaster, and the Township of Glanbrook on each of their respective aviation liability policies regarding legal liability arising from the performance of aircraft rides, or in the alternative, the Applicant shall be required to provide such other insurance arrangements satisfactory to the Supervisor of Insurance for the Region to accommodate the inclusion of Glanford Aviation Ltd. and/or Peninsulair Ltd. as Air Show participants;

viii) That the Applicant be required to give the Airport General Manager at least ten days' notice for any advance promotional events provided that no such event can be held unless the Applicant has the prior written approval of the Airport General Manager and unless the Applicant has provided the Airport General Manager satisfactory proof that the proper insurance for the event is in place;

ix) That the Applicant provide the Airport General Manager with proof of such insurance policies in the form of a certificate of insurance no later than the 1st day of June, 1993 for approval;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the agreement on behalf of the Region in a form satisfactory to the Commissioner of Legal Services.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Region is in receipt of a letter from The Hamilton International Air Show Foundation requesting permission from the Board to hold their Annual World Class Event which will be held June 19 and 20, 1993.

An Agreement between the Regional Municipality of Hamilton-Wentworth and The Hamilton International Air Show Foundation will be prepared by the Legal Services Department authorizing the applicant to use Hamilton Airport for setting up, hold and dismantling the Air Show from June 7 to 25, 1993 as has been done each year.

The applicant must provide and maintain a policy of liability insurance from an insurer to cover all claims for public liability of death, personal injury, or property damage, arising from the holding of the Air Show with coverage of not less than TWELVE MILLION DOLLARS ($12,000,000) CANADIAN FUNDS for each occurrence.

That applicant shall also ensure that each participant in the Air Show during the Air Show has a public liability insurance policy insuring against personal injury, death, and property damage, in the amount not less than ONE MILLION DOLLARS ($1,000,000) for each occurrence and

shall provide the Airport General Manager with proof of such insurance policies in the form of a certificate of insurance no later than the 1st day of June, 1993 for approval.

If the applicant fails to submit the policies, or fails to obtain the Region's approval for the policies, the Region in its sole discretion, shall be at liberty to revoke approval of the holding of the Air Show without recourse or claim by The Hamilton International Air Show Foundation or by anyone else claiming to be affected thereby.

The applicant must provide the Airport General Manager, at least 4 weeks in advance of the Air Show, written plans and arrangements for the Air Show to be approved by the Airport General Manager, setting out the Air Show activities, and its operations plans before, during and after the Air Show, including its safety, emergency, disaster control and security plans for the Air Show and its measures to minimize interference without disruption of the Airport's tenants and Airport users before, during and after the Air Show.

The Hamilton International Air Show Foundation is required to give the Airport General Manager at least ten days' notice for any advance promotional events provided that no such event can be held unless the Hamilton International Air Show Foundation has the prior written approval of the Airport General Manager and unless the Hamilton International Air Show Foundation has provided to the Airport General Manager satisfactory proof that the proper insurance for the event is in place.

The applicant must provide directly to the Airport General Manager, by no later than June 1, 1993, a complete list of all aircraft and their owners which The Hamilton International Air Show Foundation has invited to attend at or participate in the said Air Show, and shall update the list as required for all aircraft and owners attending or participating in the Air Show. As required by the policies of Transport Canada, owners of aircraft not so listed will be charged aircraft parking fees by the Region.

We will assist the Air Show organization using airport maintenance staff if it does not entail overtime. Any ERS (Emergency Response Services) or maintenance staff overtime must be paid for by The Hamilton International Air Show.

If the applicant fails to comply with this agreement or with the conditions contained in this agreement, including the time requirements set out herein, including the approvals required from the Airport General Manager, then the Airport General Manager, on behalf of the Region may immediately, upon written notice to The Hamilton International Air Show Foundation revoke the Region's approval for the holding of the Air Show, without recourse or claim by The Hamilton International Air Show Foundation for any damages resulting therefrom, nor by anyone else claiming to be affected thereby.

We were advised by the Legal Services Department and Mr. B. Zolaturiuk, Supervisor of Insurance in previous years, that to further protect the Region, Glanford Aviation and

Peninsulair must be named additional named insured on the Air Show liability policy in the event their aircraft are used as part of the Air Show.

cc: J. Fudge, Legal Services Department
B. Zolaturiuk, Finance Department

2.2a)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 March 24

REPORT TO: Chairman and Members
Hamilton-Wentworth Region Airport Management Board

FROM: Gerry W. Lawson
Treasurer and Commissioner of Finance

SUBJECT: AIRPORT ACCOUNTS RECEIVABLE OVER 90 DAYS
AS AT MARCH 24, 1993

G.W. Lawson

BACKGROUND:

Monthly, this report is submitted to the Committee for their information. The attached appendix is a listing of the larger accounts receivable which are at least 90 days overdue as of March 24, 1993.

The total accounts receivable for the Airport is $150,994.69 of which $28,725.81 has been outstanding for more than 90 days. The accounts over $100 are listed on Appendix "A" with comments as to the status of the account and action taken by the Region.

Three new accounts were added since the previous report of February 26, 1993. Five of the accounts in that report have now been settled. In addition to the accounts on Appendix "A", there are 24 accounts under $100 outstanding over 90 days. These total $889.49.

APPENDIX "A"

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF FINANCE

Accounts Receivable Over 90 Days
Account: AIRPORT

Customer Number	Customer Name	Balance on Feb 26/93 Over 90 Days	Current Balance Over 90 Days	Comments
205	VOYAGEUR AIRWAYS	$ 173.72	$ 0	Landing fees account. Payment received in full on March 18/93.
217	MOUNT HOPE CARTAGE (IN RECEIVERSHIP)	$ 162.50	$ 162.50	Property taxes outstanding. Payment of $415.44 received on March 9/92 from new tenant. Balance to be paid by the Receiver of Mount Hope Cartage. Proof of Claim filed on May 19/92.
239	AIR CHARTER SYSTEMS	$ 896.70	$ 896.70	Company filed proposed payment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed its Proof of Claim for amount owed in respect of Landing Fees.
269	HAMILTON FIRE DRUM CORPS	$ 0	$ 473.64	Rental account. Payment to be received from City of Hamilton once their grant process is completed on March 26/93.
291	PEM-AIR LTD.	$ 0	$ 627.04	Rental account. Customer is moving out of Hamilton Airport as of March 31/93 and has indicated settlement of account in a few weeks.
339	WORLD WIDE AIR CHARTER	$ 577.12	$ 577.12	Company filed Proposed Payment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed Proof of Claim for the amount owed in respect of Landing Fees.

Customer Number	Customer Name	Balance on Feb 26/93 Over 90 Days	Current Balance Over 90 Days	Comments
362	SOUTH WEST AIR	$ 126.61	$ 0	Landing fees account. Payment received in full on February 28/93.
401	METRO JET INC.	$ 460.31	$ 460.31	Landing fees account. Received approval from Transport Canada to write off this account.
416	AIR NIAGARA EXPRESS	$ 873.46	$ 873.46	Landing fees account. In Receivership as of Sept. 26/91. Region filed its Proof of Claim on Nov. 26/91. An undertaking outlining payment plan was received from the Trustee in the amount of $888.29. Payments will be made on the 30th of April each year commencing 30th of April 1993 from profits in previous years.
442	536031 ONTARIO LTD.	$ 115.47	$ 0	Landing fees account. Payment received in full on Feb. 28/93.
794	MIDWAY AIRWAYS	$ 722.44	$ 722.44	Landing fee account. Company went bankrupt June 1991. Proof of claim filed with Trustees in U.S.A. on Oct. 4/91.
853	WINGS INTERNATIONAL	$ 6,357.05	$ 6,357.05	Rental account. Collection being pursued by Legal Department through District Court.
1020	AIR MARK AVIATION	$ 0	$ 770.51	Landing fee account. Collection being pursued by telephone and fax.

Customer Number	Customer Name	Balance on Feb 26/93 Over 90 Days	Current Balance Over 90 Days	Comments
1023	AIR LAURENTIAN	$ 12,595.92	$15,915.55	Rental/landing fees account. Increased amount is further charges for Rent and Landing fees. Customer has cash flow problem. Customer has requested Airport to allow them to defer payment until September. Airport has indicated over the phone that this is not acceptable but would consider previous proposal of $1,000.00 a week towards arrears. Customer has agreed to provide a payment schedule by April 8/93.
1041	VISCOUNT AIR	$ 230.81	$ 0	Landing fees account. Payment received in full on Feb. 28/93.
1088	AIR EUROPE	$ 1,385.75	$ 0	Landing fees account. Payment received in full on March 8/93.
	SUB TOTAL	$24,677.86	$27,836.32	
	ACCOUNTS UNDER $100	$ 473.48	$ 889.49	
		$25,151.34	$28,725.81	

RECEIVED MAR 19 1993

Pearson International and Greater Toronto Airports Authority

Station 1084
8th Floor, Metro Hall
55 John Street
Toronto, Ontario, Canada M5V 3C6
Telephone: (416) 392-3385
Fax: (416) 397-0906

2.26)

March 4, 1993

Mr. Reg Whynott
Chairman
The Regional Municipality of Hamilton-Wentworth
P.O. Box 910
119 King Street West
Hamilton, Ontario L8N 3V9

Dear Chairman:

The Authority has been advised of the interest your Region has now expressed in becoming associated with our LAA initiative. The Authority we are establishing is intended to relate to the system of airports that serve the Greater Toronto region and your interest is appreciated.

At present we are very much in the start-up phase of the LAA program. While I am sure the Board will respond positively to your request, such response will have to be delayed for the moment to allow the Authority to receive its final approvals and to become operational as a non-profit Corporation.

As soon as we have moved through this initial phase, the Authority will want to begin discussions with a view to developing the most appropriate relationship with your Region and Mt. Hope Airport.

Again let me assure you of our interest and expectation in having the six regions of the GTA as the base for the LAA. We look forward to meeting your request in the near future.

Yours truly,

Gerry Meinzer
Interim Chairman
Pearson International and Greater Toronto Airports Authority

Pearson International and Greater Toronto Airports Authority

RECEIVED MAR 15 1993
Station 1084
8th Floor, Metro Hall
55 John Street
Toronto, Ontario, Canada M5V 3C6
Telephone: (416) 392-3385
Fax: (416) 397-0906

March 10, 1993

Mr. Reg Whynott
Chairman
The Regional Municipality of Hamilton-Wentworth
P.O. Box 910
119 King Street West
Hamilton, Ontario
L8N 3V9

Dear Chairman:

I am writing on behalf of the Board of the proposed Airports Authority for the Greater Toronto region to inform you of the progress being made.

We now have the initial ten Board members appointed and I enclose a list of the Directors for your information. As you are aware, we are seeking further input from the Regions to assist in the appointment of the remaining five Directors.

The Board has begun the steps to incorporation and is now writing to the Federal Government seeking status as the Authority with which Transport Canada can begin discussions toward the transfer of federally owned airports within the Greater Toronto Region. In this regard we have summarized the approvals given by the Regions and many Municipalities and the wide and unanimous support for the LAA that is evident we consider unique and very encouraging.

The Board is looking forward to close and open cooperation with the Regions and Municipalities. As we move ahead with our negotiations to establish the LAA it is our objective to ensure the level of air service the Greater Toronto Region needs for its economic well-being and growth is provided in a way that minimizes community concerns.

With the good wishes of the Board.

Gerry Meinzer
Interim Chairman
Pearson International and Greater Toronto Airports Authority

Greater Toronto Regional Airports Authority

Board of Directors

The Regional Municipality of Durham

Robert Attersley
President
Attersley Group
850 King Street West
Oshawa, Ontario L1J 2L5
Tel: 416-686-5880
Fax: 416-436-8612

Maureen Kempston Darkes
V.P. Corporate Affairs
General Motors
1908 Colonel Sam Drive
Oshawa, Ontario L1B 8P7
Tel: 416-644-6308
Fax: 416-644-4686
Secretary - Betty Mountaney
Tel: 416-644-4842

The Regional Municipality of Halton

Jim Bullock
President
Cadillac Fairview
20 Queen Street West
4th Floor
Toronto, Ontario M5H 3R4
Tel: 416-598-8385
Fax: 416-598-8607

John H. Walker
President
Mihaly International Canada Limited
84 Chartwell Road
Oakville, Ontario L6J 3Z3
Tel: 416-849-1214
Fax: 416-849-4823

The Municipality of Metropolitan Toronto

Dr. Robert Bandeen
Chairman and President
Cluny Corporation
57 Cluny Drive
Toronto Ontario M4W 2R1
Tel: 416-926-0997
Fax: 416-928-2729

Gerry Meinzer
PMP Associates
251 Queens Quay West
Suite 608
Toronto, Ontario M5J 2N6
Tel: 416-260-9198
Fax: 416-260-9201
Secretary - Sue Wassenberg, 940-0516

The Regional Municipality of Peel

Anne Edgar
Partner
Ernst & Young
90 Burnhamthorpe Road West
Suite 1100
Mississauga, Ontario L5B 3L3
Tel: 416-277-7263
Fax: 416-270-9984

Sidney Valo, Q.C.
Pallett Valo
Barristers & Solicitors
Suite 1600
90 Burnhamthorpe Road West
Mississauga, Ontario L5B 3C3
Tel: 416-273-3300
Fax: 416-273-6920
Secretary - Jean Wintrip, 273-3300

The Regional Municipality of York

Michael A. Butt
President
Buttcon Limited
14 Haas Road
Rexdale, Ontario M9W 3A2
Tel: 416-746-4242
Fax: 416-746-6556
Secretary - Dodie Gilks

Peter Gilchrist
Partner
Blake Cassels and Graydon
Box 25
Commerce Court West
Toronto, Ontario
M5L 1A9
Tel: 416-863-2160
Fax: 416-863-2174
Secretary - Karen, Tel: 863-2160

RECEIVED MAR 16 1993

Minister of State
Transport

CANADA

Ministre d'État
Transports

2.2c)

MAR 11 1993

Mr. R.J. (Reg) Whynott
Regional Chairman
The Regional Municipality of Hamilton-Wentworth
P.O. Box 910
Hamilton, Ontario
L8N 3V9

Dear ~~Mr.~~ Reg Whynott:

Thank you for your letter of May 28, 1992, requesting that I encourage Public Service of Canada employees to use Air Laurentian and Pem Air services at Hamilton Airport when travelling to Ottawa and Montreal. Please accept my sincere apologies for the lengthy delay in responding.

I recognize that the services at Hamilton Airport are competitive with those provided at Lester B. Pearson International Airport, and you may be assured that I have brought this matter to the attention of my Cabinet colleagues. I should explain, however, that the federal government's policy for federal public servants' travel is based on the employer using the most cost-efficient mode of transport available for the complete trip. The final decision on the travel plans rests with the appropriate manager. To make travel arrangements, public servants use a central travel service currently provided under contract by Rider Travel Group.

I contacted Rider Travel to ensure that Hamilton is in its reservation system and to ask that it be offered as an option for public servants flying to the Hamilton area.

Again, thank you for writing.

Yours sincerely,

Shirley

Shirley Martin

THE REGIONAL MUNICIPALITY
OF HAMILTON - WENTWORTH

Office of the Chairman

May 28, 1992

The Honourable Shirley Martin, MP
Minister of State for Transport
44 King Street East
Unit 9
Stoney Creek, Ontario
L8G 1K1

Dear Minister:

Re: The Use of Hamilton Airport
By the Public Civil Service

The Hamilton-Wentworth Region Airport Management Board requested that I write to you concerning the above-noted matter.

At the Board's last meeting, concerns were raised by Air Laurentian and Pem Air that local Federal civil servants were not always utilizing Hamilton Airport when travelling to or from Ottawa or Montreal. It was felt that greater use of the Airport by this group would greatly increase the viability of this scheduled service to these locations. It was also pointed out that Hamilton fares are competitive with those of Pearson and the service is provided on a timely basis to most certainly fill the travelling needs of the local civil servants or those coming here on business.

Accordingly, I am requesting that you bring this matter to the attention of your senior staff and to take whatever further action is necessary to have the Federal civil servants support the community in which they are doing business or especially if they live here as well.

I appreciate your assistance in this matter and thank you for your continued support for the Hamilton Airport.

Yours very truly,

Reg Whynott

R.J. (Reg) Whynott
Regional Chairman

P.O. Box 910, Hamilton, Ontario L8N 3V9
119 King Street West, 15th Floor
Tel: (416) 546-4200 Fax: (416) 546-2340

DISCUSSION AGENDA MATERIAL

3.1

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 March 25

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Strategic Planning Process - Hamilton Airport
(AIR 93-016)

RECOMMENDATION:

That the Airport General Manager be authorized and directed to develop a strategic planning process addressing the issues noted in Report AIR 93-016.



S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

At its Seminar/Retreat of Feburary 13, 1993, the Airport Management Board discussed a variety of issues related to the future activities of the Board and the development of the airport. The general observations flowing from that session are included in this report.

AIRPORT MANAGEMENT BOARD SEMINAR
February 13, 1993

GENERAL OBSERVATIONS

Strategic Planning

Many members of the Board stressed the need for a comprehensive strategic plan. An important role of the Board, therefore, is to develop a long-term vision for the airport supported by those steps and actions which would enable the Airport Management Board to reach its intended goals. In this way, most of the concerns expressed at the seminar would be addressed as part of the strategic planning process.

Without this longer-term vision, the Board will tend to drift from issue to issue and decisions will be made without the benefit of a long range plan that sets directions for the future. To be effective, an organization requires both a clear understanding of what business it is in and a sense of a preferred future. Organizations cannot take their "raison d'etre" for granted; circumstances changes; priorities change in a rapidly changing environment. All require a proactive response which leads to a review and update of the "Business Plan".

The Mission Statement is the leading policy documents in that it conveys a sense of what the purpose of the organization is and who it sees as its clients.

Goals and objectives are the statements which reflect where the organization wants to be in each of its principal business functions.

The Strategic Plan of the Airport Management Board should be consistent with the policies of the Region and Transport Canada. The final plan should be approved by Regional Council.

The Airport General Manager should develop a strategic planning process and work with the Board to develop the Hamilton Airport Strategic Plan. The process should include input from stakeholders.

The Issues

Set out below are the common issues that were presented during the seminar.

1. *STRUCTURE* - Concern that the Airport Management Board has limited decision-making authority, and that steps should be taken to resolve these concerns. The possibility of an associate membership in the G.T.A. L.A.A. should also be explored.

2. *AIR SERVICE* - Need to consider the best potential for future service, i.e.

    i) Passenger service - leisure; business; transborder?
    ii) Cargo service
    iii) Potential for night time operations
    iv) Corporate general aviation
    v) Air Museum

3. *LAND USE CONTROLS* - The need to take the long-term look and ensure proper development controls in the vicinity of the airport so that future options are not limited. Canada has several good examples of "What Not To Do".

4. *PLANNING* - The need to update or develop strategies for marketing; financing; economic development

5. *THE MASTER PLAN* - To be updated

6. *PLANT* - Need to extend runway to 10,000 feet

7. *ACCESS* - to pursue improved access via Highway No. 6.

3.2

REGION OF HAMILTON-WENTWORTH

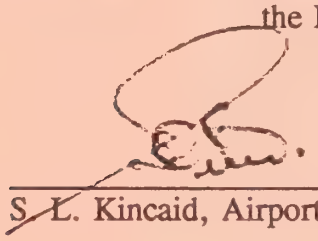
- INFORMATION -

DATE: 1993 March 22

REPORT TO: Chairman and Members
Hamilton Wentworth Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Policy regarding collection of Airport rents and landing fees as observed by the Finance Department for the Region. (AIR 93-017)



S. L. Kincaid, Airport General Manager

BACKGROUND:

At its meeting of March 11, 1993, the members of the Airport Management Board, directed that staff report back on the collection policy for outstanding amounts owing to the Hamilton Airport. Attached hereto is a copy of Finance Department's Standard Procedure entitled Collection Procedures/Policies, No. FR-33-001. These excerpts from the policy pertain solely to the Airport.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

FINANCE DEPARTMENT - STANDARD PROCEDURE

PROCEDURE TITLE: COLLECTION PROCEDURES/ POLICIES

PROCEDURE NO: FR-33-001

EFFECTIVE DATE: FEBRUARY, 1989 FORMER PROCEDURE DATE:

TO BE REVIEWED: ANNUALLY NEXT REVIEW: FEBRUARY, 1990

MAINTENANCE RESPONSIBILITY: SUPERVISOR, GENERAL REVENUES

I GENERAL GUIDELINES

II ADOPTED PRACTICES

III COLLECTION PROCESS

A. GENERAL RECEIVABLES

A.1 AIRPORT

a) Airport Rents
b) Landing Fees

I GENERAL GUIDELINES

Unless otherwise specified in the sections that follow, these general guidelines relate to all amounts receivable.

1) Payment terms are "net 30 days", indicating that the payment of all invoices must be received within 30 days of the invoice date.

2) Interest is applied at the rate of 2% above the current prime rate, adjusted at the beginning of each fiscal quarter (with a minimum charge of $5.00) on the outstanding balance of all accounts remaining unpaid after 30 days following the invoice date (see F & P Committee Report 8-84, Item 11). This includes amounts receivable covered by special agreement and by By-law enacted subsequent to July 1, 1988 (see F & P Committee Report 7-88, Item 7).

   NOTE: The interest applied is simple interest, i.e. the balance against which interest penalties are calculated does not include previous finance charges.

3) Interest will be charged after each 30 day interval an account remains outstanding (see F & P Committee Reports 8-84 and 7-88, Items 11 and 7, respectively).

4) All payments are to be directed to the Regional Finance Department.

5) If an invoice due date falls on a weekend, payment is expected on the immediately preceding working day. This includes situations where a mail strike is in effect.

6) All invoices issued per the request of a Regional Department via an authorized invoice requisition are prepared within 3 working days following receipt of the billing information.

   For additional information regarding billing procedures, refer to those procedures for the appropriate receivable area.

7) Where interest penalty charges have been assessed, any Statements of Account being sent out along with Notices of Non-Payment will include activity up to the posting of the finance charges.

8) All recurring invoices are generated at least 30 days prior to their due date.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

FINANCE DEPARTMENT - STANDARD PROCEDURE

II ADOPTED PRACTICES

1) The following are not assessed late payment penalties:

   a) All area municipalities within the Region of Hamilton-Wentworth, and other government bodies;

   b) Individuals/companies provided water related services. If their accounts remain overdue they are charged an administration fee in lieu of interest penalty charges when transferring these accounts to taxes.

2) If an invoice is re-addressed late payment penalties do not begin to accrue until 30 days after the new invoice date. Any finance charges already assessed will be cancelled.

3) If an invoice is queried or disputed either verbally or in writing, the late payment penalty continues to accrue. However, once the query is responded to, or the dispute resolved, the late payment penalty which has accrued will be cancelled if the outcome so dictates.

   NOTE: This is to prevent customers from stalling.

4) Along with a Notice of Non-Payment, customers are notified of finance charges by way of a Statement of Account. Invoices are not produced for finance charges.

5) If an invoice is cancelled then all payment penalties related thereto are also cancelled.

6) To ensure timely payment of invoices all customers are encouraged to use post-dated cheques, especially in the event of a mail strike. Using this practice will not require customers to surrender funds earlier than necessary, but will help minimize the effects of mail delays.

7) Monthly Statements of Account are sent to all airport and non-airport tenants (regardless of finance charges being assessed) in place of invoices. Invoices are generated using the WANG A/R System but are not printed.

9) On the first working day of each month, after that day's cash receipts have been posted (approx. 3:00 p.m.), finance charges are assessed against all general receivable balances overdue as at that time.

10) The Collections Officer prints an updated copy of the General Receivables Aging Report on a weekly basis and reviews all amounts outstanding between 31 and 60 days within 5 working days, repeating this procedure each week.

III COLLECTION PROCESS

A. GENERAL RECEIVABLES (FINANCE OFFICERS II - COLLECTIONS AND GENERAL RECEIVABLES)

A.1 AIRPORT

A.1 (a) Airport Rents

Review overdue amounts within 5 working days of becoming overdue as follows:

1) Assess finance charges and send a Notice of Non-Payment (see Exhibits 1a & 1b) along with the Statement of Account.

NOTE: Upon receipt of a returned cheque contact the tenant by telephone to inform of the situation.

2) Follow up by telephone within 15 days of the mailing of the Notice.

3) Make a second/third telephone call within 15 days of the previous call and inform tenant about the possibility of eviction procedures being initiated.

4) Send a Final Notice (see Exhibit 2) along with a Statement of Account within 15 days of the previous telephone contact.

* 5) Initiate eviction procedures against the tenant (see F & P Committee Report 8-88, Item 13).

6) See Section IV for additional collection action.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

FINANCE DEPARTMENT - STANDARD PROCEDURE

A.1 (b) Landing Fees

Review overdue amounts within 5 working days of becoming overdue as follows:

1) Assess finance charges and send a Statement of Account along with a Notice of Non-Payment (see Exhibit 3).

2) Follow up by telephone within 15 days of the mailing of the Notice.

3) Make a second telephone call within 15 days of the first.

4) For customers who rent space at the Airport, send a Final Notice (see Exhibit 4) along with a Statement of Account.

5) For customers who do not rent space at the Airport, send a Final Notice (see Exhibit 7) along with a Statement of Account.

6) See Section IV for additional collection action.

IV ADDITIONAL COLLECTION ACTION

All overdue amounts are monitored by the individuals who are responsible for the related receivable areas and the amounts are reported to the Supervisor of General Revenues via the monthly account reconciliation.

Once an amount becomes outstanding in excess of 90 days or upon the recommendation of the Supervisor of General Revenues (whichever comes first), it is placed in the hands of the Collections Officer. However, it remains the responsibility of the Finance Officer to keep the Supervisor informed as to the status of the receivable, on a monthly basis (i.e. via the monthly account reconciliation and review process).

At this stage, the following steps are taken:

1) The Collections Officer reviews the appropriate file and contacts the individual or company, first by telephone and then, if necessary, by letter.

   The timing, content and use of these communications will depend on the circumstances surrounding the individual situations and will require the judgement of the Collections Officer.

   NOTE: The Collections Officer must keep a written record of all correspondence (verbal and/or written) in order to provide this information to the Supervisor of General Revenues, or to the Solicitor's Department or, where a write-off is deemed appropriate (e.g. unsecured creditor in case of bankruptcy), to supply evidence of reasonable collection attempts.

2) If the Collections Officer's attempts are unsuccessful, the matter is brought to the attention of the Supervisor of General Revenues who decides on the appropriate course of action. However, if there is any concern on the part of the Supervisor regarding the legality of the situation, the Solicitor's Department is consulted.

3) If required by the Supervisor of General Revenues, the Solicitor's Department determines the appropriate course of action, taking into consideration the nature of the receivable (i.e. whether it derives from a contract/agreement or Regional policy), it's dollar value, and the economic feasibility of the action (i.e. does the cost of collection exceed the value of the receivable).

Three alternative courses of action include:

a) Transferring the receivable to a collection agency.
b) Initiating legal proceedings.
c) Writing off the receivable.

With respect to c), the Commissioner of Finance has the authority to approve the write-off of all amounts deemed uncollectible up to a dollar value of $500.00. Such amounts in excess of $500.00 must be submitted to Regional Council to be written off (see F & P Committee Report 8-84, Item 11).

EXHIBIT 1a

PROCEDURE NO. FR-33-001

NOTICE OF NON-PAYMENT

RE: Rental of _____

Dear Tenant:

Your post-dated cheque payment for rental services relating to the month of _____, 1989 did not clear the bank for the following reason:

_____ NSF
_____ ACCOUNT CLOSED
_____ OTHER _____

A copy of the returned cheque has been enclosed for your records.

In order to avoid additional penalties, please remit payment of the overdue amount, including finance charges, without further delay.

Yours truly,

Rick Pietroniro
Supervisor of General Revenues

EXHIBIT 1b

PROCEDURE NO. FR-33-001

NOTICE OF NON-PAYMENT

RE: Rental of _____

Dear Tenant:

Your payment for rental services relating to the month of _____, 1988 has been outstanding for over 30 days and, accordingly, finance charges have been added to your account.

In order to avoid additional penalties, this account must be paid without any further delay.

Yours truly

Rick Pietroniro
Supervisor of General Revenue

EXHIBIT 2

PROCEDURE NO. FR-33-001

FINAL NOTICE

Re: Rental of _____

Dear Tenant:

Despite our previous requests for payment, the rent for the month(s) of _____, 1988 remains unpaid.

If payment of the overdue amount, including finance charges is not received within 10 days of the mailing of this Notice, our Solicitor's Department will be notified and eviction proceedings will be initiated against you.

In addition, you will not be permitted to enter into further lease arrangements with the Region until all outstanding arrears of rentals, landing fees, and other payments owing to the Region are paid.

Yours truly,

Rick Pietroniro
Supervisor of General Revenues

EXHIBIT 3

PROCEDURE NO. FR-33-001

NOTICE OF NON-PAYMENT

Dear Sir/Madam:

The invoice(s) indicated on the enclosed statement has/have been outstanding for over 30 days and, accordingly, finance charges have been added to your account.

In order to avoid further penalties and possible collection proceedings, this account must be paid without any further delay.

Yours truly,

Rick Pietroniro
Supervisor of General Revenues

FINAL NOTICE

re: Landing Fees

Dear Sir/Madam:

Despite our previous requests for payment, the invoice indicated on the enclosed statement remains outstanding.

If payment of the overdue amount, including finance charges is not received within 10 days of the mailing of this Notice, your account will be transferred to our Solicitor's Department for collection. In addition, you will not be permitted to enter into further lease arrangements with the Region until all outstanding arrears of landing fees, rentals, and other payments owing to the Region are paid.

Yours truly,

Rick Pietroniro
Supervisor of General Revenues

EXHIBIT 7

PROCEDURE NO. FR-33-001

FINAL NOTICE

Dear Sir/Madam:

Despite our previous requests for payment, the invoice indicated on the enclosed statement remains outstanding.

If payment of the overdue amount, along with finance charges (where applicable), is not received within 10 days of the mailing of this Notice, your account will be transferred to our Solicitor's Department or a collection agency for collection.

Yours truly,

Rick Pietroniro
Supervisor of General Revenues

3.3

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 March 25

REPORT TO: Chairman and Members
Hamilton Wentworth Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Air Laurentian Outstanding Accounts Receivable (AIR 93-020)

RECOMMENDATION:

That Staff be authorized and directed in accordance with normal collection procedures, as outlined in Report AIR 93-017, to carry out these procedures with Air Laurentian.

S. L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Air Laurentian commenced scheduled service to Ottawa in October of 1991 and shortly thereafter introduced service to Montreal. Although Air Laurentian and Pem Air have similar scheduled service to Ottawa, Air Laurentian claims that their major competitor is Nationair, thus the steady decline of traffic at Hamilton. Air Laurentian's financial status at the Airport is over 90 days.

BACKGROUND:

The Airport General Manager is in receipt of a letter from the President of Air Laurentian as well as a copy of a letter sent under separate cover to the Minister of State for Transport (copies attached), requesting that the Regional Municipality of Hamilton-Wentworth defer all accounts payable to the end of September 1993 in order to continue serving Hamilton.

Air Laurentian

RET-001.2

ORIGINAL COPY
✓

9-3-1993

Mr. Sam Kincaid, Airport Manager
The Regional Municipality of Hamilton-Wentworth
Hamilton Airport
Mount Hope, Ont., L0R 1W0

Dear Mr. Kincaid,

As I told the Hamilton Airport Management Board last April when Air Laurentian were being criticized for our ticket pricing policy I said that our competition was not PemAir but Toronto Pearson Airport. I still say that today because we tried what the board wanted and our traffic steadily deteriorated. We felt that this was because of the Toronto market fight between Air Canada and Canadian Airlines which started about February 1992. Last October when Air Canada and Canadian Airlines increased their prices into Toronto we increased our prices to match. Than came NationAir into the Montreal-Toronto market in late October which in November Air Canada and Canadian matched their prices. Our Montreal-Hamilton market all but disappeared because we tried to hold our prices. Than NationAir came into the Ottawa market and our advanced reservations at the mid month ahead (February) dropped from the usual 350 to 400 to 99 reservations. That proved to us the volatility of the Hamilton market and how it is effected by Toronto. But to prove this to ourselves we filed a $99 fare at that point to both Montreal and Ottawa and our advanced reservations jumped in less than a week by 200. Interesting to note that we limited the $99 fare to 4 seats per flight and our more expensive seats also filled at a good rate.

OTTAWA INTERNATIONAL AIRPORT
P.O. BOX 818, RR#5, Ottawa, Ontario K1G 3H1
Tel: (613) 738-7223 Fax: (613) 738-9184

HAMILTON AIRPORT
P.O. BOX 189, Mount Hope, Ont. L0R 1W0
Tel: (416) 679-3399 Fax: (416) 679-0037

Air Laurentian

At the same time when we put on the special $99 fare I sent the enclosed letter to the Honorable Shirley Martin the Minister of State for Transport with copies to the Honorable Jean Corbeil Minister of Transport, Barbara Copps and John Manley the Liberal Transport critic. Enclosed is a copy of the acknowledgment letter from the Honorable Shirley Martin's Executive Assistant.

A few days later NationAir announced their pulling out of the Ottawa market on March 1st and of course several days later also Montreal on the 12th of March. Our special fare is effective until the end of March as also is Air Canada's and Canadian's who we are still competing against. I hope that there will be more stability in the market in the coming months and from what I hear there will be.

Now we hear that PemAir is pulling out of the market as their passenger loads dropped as ours did and their loads were the difference of our breaking even. The 300 to 400 passengers that they were carrying to and from Ottawa each month against our loads of 800 to 900. Is just what we needed to break even at our regular fares and be on the plus side. Now we hope with our special fare this month and the addition of the Air Canada Aeroplan point system that we hope to have in effect by the middle of April will bring back some of those that left Hamilton for Toronto Pearson.

Knowing what the Government has done for Canadian Airlines and others on their fees and charges in this same market and other areas of Canada. I ask the Regional Municipality of Hamilton-Wentworth to work with us on their fees and charges to help us through the cash crunch that we are going through and defer our accounts payable to the end of September. As now with NationAir out of the market and the pressure on Air Canada and Canadian Airlines to put some stability back into the market we will be able to stop our bleeding and be able to continue to serve Hamilton and pay off all of our debts.

OTTAWA INTERNATIONAL AIRPORT
P.O. BOX 818, RR#5, Ottawa, Ontario K1G 3H3
Tel: (613) 738-7223 Fax: (613) 738-9184

HAMILTON AIRPORT
P.O. BOX 187, Mount Hope, Ont. L0R 1W0
Tel: (416) 679-3333 Fax: (416) 679-0037

ATAC

Air Laurentian

We also are looking at other routes and are presently discussing with outside investors who are very interested in participating in Air Laurentian.

Therefor with all of the above still in the mill I hope the Municipality of Hamilton-Wentworth will bare with us.

Very truly yours,

John M. Bogie, Pres.

OTTAWA INTERNATIONAL AIRPORT
P.O. BOX 818, RR#5, Ottawa, Ontario K1G 3H1
Tel: (613) 738-7223 Fax: (613) 738-9184

HAMILTON AIRPORT
P.O. BOX 189, Mount Hope, Ont. L0R 1W0
Tel: (416) 679-3399 Fax: (416) 679-0037

Air Laurentian

February 18, 1993

Hon. Shirley Martin PC, MP
Minister of State (Transport)
Rm. 584, Confederation Bldg.
House of Commons
Ottawa, Ont., K1A 0N5

Dear Honorable Minister,

As an Air Carrier serving Hamilton, Ont. from Montreal and Ottawa we are caught in the battle of the giants, Air Canada, Canadian Airlines and now Nation Air - the three largest air carriers in Canada. With the Toronto Pearson Airport so close to the Regional Municipality of Hamilton - Wentworth these carriers are our real competitors. Their air fare price wars have all but killed our Hamilton business. There are only two Canadian Air Carriers serving Hamilton, Pem Air and ourselves. Pem Air only serve Ottawa and Air Laurentian serve both Ottawa and Montreal from Hamilton.

The air fare war on in the triangle Toronto-Ottawa -Montreal over the past year has all but forced us to close our business. The registered departures from the Hamilton-Wentworth Regional Airport for Ottawa have dropped from passengers 10295 in 1991 to passengers 5579 in 1992, and to Montreal from 6861 passengers in 1991 to 1986 passengers in 1992.

When Nation Air entered the Montreal market this past October we saw our Montreal-Hamilton traffic drop by 60 % particularly when Air Canada and Canadian Airlines matched Nation Air's ridiculous low fares. We even as a small carrier can not operate at these fares even if the aircraft were full all of the time. Knowing that we have lost traffic to Toronto Pearson we are seriously considering the feasibility of the Ottawa-Montreal-Hamilton market.

Now I hear that Canadian Airlines have had all of their Transport Canada fees and charges at all airports waived for at least a year. Because of this I understand that the other carriers are also not paying their charges and are having them waived. We are all playing in the same "Ball Park" but it seems that each are playing under different rules and as a result will force us out of the game.

.../2

OTTAWA INTERNATIONAL AIRPORT
P.O. BOX 818, RR#5, Ottawa, Ontario K1G 3H1
Tel: (613) 738 7223 Fax: (613) 738 9184

HAMILTON AIRPORT
P.O. BOX 189, Mount H[illegible], Ont. L0R 1W0
Tel: (416) 679 3399 Fax: (416) 679 0037

Air Laurentian

If this is a temporary Transport Canada policy then why can we not participate. Hamilton-Wentworth lease the Airport facilities from Transport Canada. Why can not the same relief be extended to them so they can pass it on to the two Canadian Air Carriers serving Hamilton. We also serve Ottawa and Montreal in this market. Can the waiver also be extended at these points as well, until the whole issue between the major carriers is resolved?

This is a very critical situation and I would appreciate your immediate consideration for the three airports as Nation Air has now entered the Ottawa market.

Sincerely yours,

John M. Bogie, Pres.

OTTAWA INTERNATIONAL AIRPORT
P.O. BOX 818, RR#5, Ottawa, Ontario K1G 3H1
Tel: (613) 738-7223 Fax: (613) 738-9184

HAMILTON AIRPORT
P.O. BOX 187, Mount Hope, Ont. L0R 1W0
Tel: (416) 679-3399 Fax: (416) 679-0037

Office of the Minister of State
Transport

Cabinet du ministre d'État
Transports

FEB 26 1993
FEV

Mr. John M. Bogie
President
Air Laurentian
Ottawa International Airport
P.O. Box 818
R.R. 5
Ottawa, Ontario
K1G 3N3

Dear Mr. Bogie:

On behalf of the Honourable Shirley Martin, Minister of State (Transport), I would like to acknowledge receipt and thank you for your letter of February 18, 1993, requesting a waiver on the Transport Canada fees and charges for Hamilton-Wentworth Airport.

Please be assured that your correspondence will be brought to the Minister's attention.

Sincerely,

Joanne Fraser
Executive Assistant

Ottawa, Canada K1A 0N5

3.4

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 March 25

REPORT TO: Chairman and Members
Hamilton Wentworth Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: US Air Express Operations at Hamilton (AIR 93-018)

RECOMMENDATION:

a) That the Chairman of the Hamilton Region Airport Management Board and the Airport General Manager be authorized and directed to meet with Mr. Timothy Coon, Senior Vice President of Operations for US Air Express to discuss that company's operations at Hamilton Airport.

b) That pending the outcome of this meeting, US Air Express be allowed to continue their tenancy on a month to month basis at the current rates.

S. L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

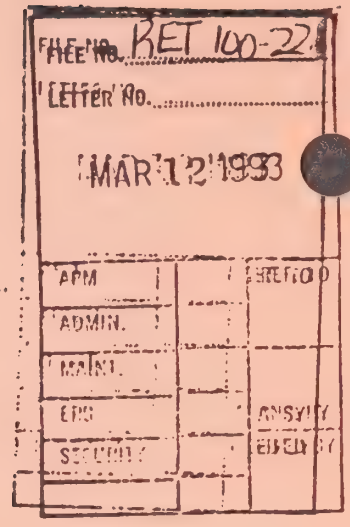
US Air Express commenced service in 1987 and have since then been operating at Hamilton Airport. They are in a current financial standing with Finance Department and have been known to submit payment prior to their due dates.

BACKGROUND:

The Airport Administration Office is in receipt of a response regarding the renewal of US Air Express' current sublease which expires on March 31, 1993 (see attached letter). They have expressed an interest in continuing services at Hamilton on a monthly basis pending any assistance that the Regional Municipality of Hamilton-Wentworth can offer to help reduce their operating costs.

USAir
EXPRESS

Operated by
Chautauqua Airlines, Inc.
RD 1 Airport Drive
Jamestown, NY 14701
Phone: 716 664-2400
FAX: 716 484-2916



March 5, 1993

Mrs. M. Thompson
Airport Administration
The Regional Municipality of
Hamilton-Wentworth
Hamilton Airport
Mount Hope, Ontario L0R 1W0

Dear Mrs. Thompson

In response to your letter of February 17th we would like to continue serving the Hamilton Airport, but we must find a way to reduce our costs in order to be able to afford to operate. The last few years, and especially 1992, the service Chautauqua Airlines has operated out of the Hamilton Airport has been very unprofitable. We have continued to promote our service, but are frustrated by the apparent unwillingness of the Hamilton area residents to take advantage of the benefits of flying out of your great facility versus driving to Toronto.

We need to have a meeting as soon as possible to review how the Municipality of Hamilton-Wentworth can eliminate the facilities rent, landing fees and/or security charges. A month to month agreement may also be necessary while we both evaluate the situation.

We have been a member of the Hamilton Airport family since 1987 and certainly would like to remain one, however, we can not continue to operate at a loss.

Sincerely

CHAUTAUQUA AIRLINES, INC.

Timothy L. Coon
Senior Vice President
Operations

3.5

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 March 30
050-004

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

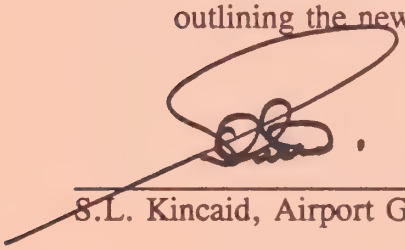
FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: New Land Rental Rates - Hamilton Airport
(AIR 93-019)

RECOMMENDATION:

a) That the rate schedule for land rental rates at Hamilton Airport attached to Report AIR 93-019 be established for the next five years effective May 1, 1993; and

b) That the Airport General Manager be authorized and directed to give all the current Hamilton Airport tenants with long-term land subleases the two hundred and forty (240) day "Notice of Revised Annual Rent" (which is contained in their current subleases), outlining the new land rental rates.



S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Hamilton Airport expects an increase in land rental revenue in 1994 of $26,555.00 but in future years, we anticipate an increase in revenues of approximately $11,300.00 per annum. These figures are based on the average of the 1993 land rental revenue at the old rental rates versus revenue for 1994 at the new rental rates using the same rented area in both years.

BACKGROUND:

Regional Council at its meeting of June 4, 1991 approved the following Special Airport Committee recommendation:

> "That airport staff request Transport Canada to carry out a commercial fair market appraisal to establish proper land rental rates at the airport to be considered by the new Airport Management Board."

Recently, Public Works Canada completed the Land Appraisal Report for various Hamilton Airport lands. The values have been derived for serviced light and heavy industrial land in the vicinity of the airport. The rental rates to be used for various property leases at the airport will be based on these values.

As a result of Public Works Canada's investigation and analysis of the market and all appropriate data, it is concluded that the value for the light and heavy industrial land in the airport vicinity as at December 20, 1992 is as follows:

Light Industrial Land (Airside Access Land) serviced:	$1.64 to $1.81 per square metre
Heavy Industrial Land (Non-Airside Access Land) serviced:	$1.48 to $1.64 per square metre

In an effect to lesson the impact on the current tenants, we are using the lower of these recommended rates.

To establish the land rental rate, airport staff has completed a review of the "Airport Maintenance Fee" (AMF) which is a factor included in the land rental rate to cover the cost of maintaining common user area/facilities. The AMF recovers the cost of maintaining the common use areas which allows land lessees to enjoy a broad range of benefits from being located on an airport. Their staff, customers, guests, ground vehicles and aircraft all use common airport facilities such as roads, sidewalks, parking lots, taxiways, etc.

Taking into account the maintenance costs of the above mentioned areas and by dividing the total number of square metres of land available to rent, the AMF has been established at $0.74 per square metre.

As a result of the land value and the AMF, the total rental land rate is as follows:

Airside Access Land	$2.38 to $2.55 per square metre
Non-Airside Access Land	$2.22 to $2.38 per square metre

Effective May 1, 1993 all new land subleases will be set at these new rates. A graduated schedule will be used to bring the current land lessees up to appropriate land rental rates over the next five and a half years (see attached Schedule A).

The new land rental rates also differentiate between companies or organizations that pass their costs directly onto their customers versus non-profit agencies or organizations which do not compete directly with companies that provide the alike type of services, i.e. flight training, sale of aviation fuels, etc.

SCHEDULE A

Effective May 1, 1993

HAMILTON AIRPORT LAND RENTAL RATES

AIRSIDE ACCESS LAND		RENT	*AMF	TOTAL RENT
Regular Rate (new land leases)		1.64	.74	2.38
Current Land Leases	YEAR ONE	.66	.74	1.40
	YEAR TWO	.90	.74	1.64
	YEAR THREE	1.14	.74	1.88
	YEAR FOUR	1.38	.74	2.12
	YEAR FIVE	1.64	.74	2.38
Non-Profit Agencies Rate (new land leases)		1.48	.74	2.22
Current Land Leases	YEAR ONE	.48	.74	1.22
	YEAR TWO	.73	.74	1.47
	YEAR THREE	.98	.74	1.72
	YEAR FOUR	1.23	.74	1.97
	YEAR FIVE	1.48	.74	2.22

NON-AIRSIDE ACCESS LAND		RENT	AMF	TOTAL RENT
Regular Rate (new land leases)		1.48	.74	2.22
Current Land Leases	YEAR ONE	1.14	.74	1.88
	YEAR TWO	1.22	.74	1.96
	YEAR THREE	1.30	.74	2.04
	YEAR FOUR	1.38	.74	2.12
	YEAR FIVE	1.48	.74	2.22
Non-Profit Agencies Rate (new land leases)		1.21	.74	1.95
Current Land Leases	YEAR ONE	.33	.74	1.07
	YEAR TWO	.55	.74	1.29
	YEAR THREE	.77	.74	1.51
	YEAR FOUR	.99	.74	1.73
	YEAR FIVE	1.21	.74	1.95

**A.T.B. APRON ACCESS RATE	RATE	AMF	TOTAL RENT
Five Year Rate	7.00	.74	7.74

---

*AMF - Airport Maintenance Fee

**A.T.B. - Air Terminal Building

SCHEDULE A

Effective May 1, 1993

HAMILTON AIRPORT LAND RENTAL RATES

AIRSIDE ACCESS LAND		RENT	*AMF	TOTAL RENT
Regular Rate (new land leases)		1.64	.74	2.38
Current Land Leases	YEAR ONE	.66	.74	1.40
	YEAR TWO	.90	.74	1.64
	YEAR THREE	1.14	.74	1.88
	YEAR FOUR	1.38	.74	2.12
	YEAR FIVE	1.64	.74	2.38
Non-Profit Agencies Rate (new land leases)		1.48	.74	2.22
Current Land Leases	YEAR ONE	.48	.74	1.22
	YEAR TWO	.73	.74	1.47
	YEAR THREE	.98	.74	1.72
	YEAR FOUR	1.23	.74	1.97
	YEAR FIVE	1.48	.74	2.22

NON-AIRSIDE ACCESS LAND		RENT	AMF	TOTAL RENT
Regular Rate (new land leases)		1.48	.74	2.22
Current Land Leases	YEAR ONE	1.14	.74	1.88
	YEAR TWO	1.22	.74	1.96
	YEAR THREE	1.30	.74	2.04
	YEAR FOUR	1.38	.74	2.12
	YEAR FIVE	1.48	.74	2.22
Non-Profit Agencies Rate (new land leases)		1.21	.74	1.95
Current Land Leases	YEAR ONE	.33	.74	1.07
	YEAR TWO	.55	.74	1.29
	YEAR THREE	.77	.74	1.51
	YEAR FOUR	.99	.74	1.73
	YEAR FIVE	1.21	.74	1.95

**A.T.B. APRON ACCESS RATE	RATE	AMF	TOTAL RENT
Five Year Rate	7.00	.74	7.74

---

*AMF - Airport Maintenance Fee

**A.T.B. - Air Terminal Building

URBAN/MUNICIPAL
CA3 ON HW L65
H18
1993

HAMILTON REGION AIRPORT MANAGEMENT BOARD

A G E N D A

URBAN MUNICI
MAY 0 4 1993
GOVERNMENT

DATE: Thursday, May 13, 1993

TIME: 8:30 o'clock a.m.

PLACE: **Hamilton Airport Terminal Building**

---

1. **GENERAL**

   a) **Declaration of Interest** re: Municipal Conflict of Interest Act

   b) **Minutes** of the April 8, 1993 meeting of the Hamilton-Wentworth Region Airport Management Board

2. **CONSENT AGENDA**

   2.1 **Canadian Corps of Commissionaires - Contract Renewal (AIR 93-023)**

   a) That the Canadian Corps of Commissionaires contract be extended to supply security services at Hamilton Airport;

   b) That the Airport General Manager be authorized and directed to issue a requisition for a purchase order to the Canadian Corps of Commissionaires to provide security services for Hamilton Airport for the period of April 1, 1993 to March 31, 1994, in accordance with the Supply and Services Canada National Master Standing Offer - Commissionaire Services, at a cost of approximately $185,075.52 (PST included and GST extra), to be paid in bi-weekly instalments and charged to Airport Commissionaires Account No. 1-56927-343100.

2.2 **For the Information of the Board:**

That the following items be received:

a) Airport Management Board Code of Conduct (LS 93-031)

b) Hamilton Airport - Budget Exception Report - January to March 31, 1993 (AIR 93-022)

c) First Quarter Report - Landing Fees 1992/1993 (AIR 93-025)

d) First Quarter Report - Passenger Totals 1992/1993 (AIR 93-026)

e) Regional Office Closures - Temporary Layoffs - Hamilton Airport (AIR 93-028)

f) **Minutes** of the April 27, 1993 meeting of the Marketing Sub-Committee

g) Airport Accounts Receivable Over 90 Days as at April 29, 1993

h) Correspondénce from the Hamilton and District Chamber of Commerce to its membership requesting that they consider increasing usage of services available at Hamilton Airport

i) News Release from Transport Canada dated April 8, 1993 respecting "Government Announces Funds to Build New Aircraft Services Hangar at Hamilton"

3. DISCUSSION AGENDA

3.1 **Canadian Airlines International - Cargo Service (AIR 93-027)**

3.2 **National Transportation Week - Aviation Luncheon - Hamilton Airport (AIR 93-024)**

a) That the Regional Chairman be requested to proclaim June 7-11, 1993 as "National Transportation Week";

b) That staff be authorized and directed to hold an "Aviation Luncheon" on June 10, 1993 on behalf of National Transportation Week at the Hamilton Airport, at a cost not to exceed $1,350, to be funded from the Airport's Local Promotion Account No. 1-56355-344101.

3.3 **Airport Management Board Reporting Mechanism (AIR 93-029)**

a) That the reporting mechanism of the Airport Management Board be transferred from the Transportation Services Committee to the Economic Development and Planning Committee;

b) That the Chief Administrative Officer and Commissioner of Legal Services be authorized and directed to make the necessary amendments to the By-law for submission to Regional Council.

3.4 **Discussion of Consent Items**

4. **IN CAMERA REPORT**

4.1 **Legal Agreement (AIR 93-012)**

5. **OUTSTANDING BUSINESS**

	DATE	ACTION	STATUS
Liability Insurance for Environmental Protection	Sept.10/92	K. Muller	Pending

6. **ADJOURNMENT**

1(b)

MINUTES OF THE HAMILTON REGION AIRPORT MANAGEMENT BOARD

The Hamilton Region Airport Management Board met at 8:30 a.m. on Thursday, April 8, 1993 in the Hamilton Airport Terminal Building.

Present:	Chairman R. J. Whynott Vice Chairman K. Gregg Councillors G. Etherington, R. Wade, D. Wilson; Messrs, O. Boris, J. Monaco, J. Skelton
Absent with regrets:	Councillors D. Agostino, H. Merling; Mme. J. Mongeon; Messr. L. Culver
Also present:	Messr. S. L. Kincaid, Airport General Manager Messrs. M. Carson, J. Fudge, B. MacSween, R. Roszell, R. Zolaturiuk; Mmes. J. Furlani, S. Renshaw, L. Howard

1. GENERAL

a) **Declaration of Interest** re: Municipal Conflict of Interest Act: None

b) **Minutes** of the March 11, 1993 meeting of the Hamilton-Wentworth Region Airport Management Board

(Wade/Etherington)
Be received and adopted as presented. **CARRIED.**

2. CONSENT AGENDA

Item 2.1 was moved to the discussion agenda.

2.2 **For the Information of the Board**

(Wade/Wilson)

a) Airport Accounts Receivable Over 90 Days as at March 24, 1993

b) Correspondence to Regional Chairman R. J. Whynott from Mr. Gerry Meinzer, Interim Chairman, Pearson International and Greater Toronto Airports Authority, respecting the proposed Local Airport Authority (LAA)

c) Correspondence between Regional Chairman R. J. Whynott from the Honourable Shirley Martin, Minister of State for Transport, respecting the use of Hamilton Airport by the Public Civil Service

CARRIED.

3. DISCUSSION AGENDA

2.1 1993 Air Show Agreement (AIR 93-012)

(Wade/Gregg)
That the Board receive a presentation from the Hamilton International Air Show Foundation. **CARRIED.**

Note: Messrs. Al Lutchin, President; Ross Ferguson, Executive Director; and Fred Hopkinson, Past Director, Hamilton International Air Show Foundation, addressed the Board respecting the 1993 Air Show Agreement.

(Wade/Gregg)
That the 1993 Air Show Agreement be referred back to staff for further discussions and negotiations with the Hamilton International Air Show Foundation. **CARRIED.**

(Attachment)

3.1 Strategic Planning Process - Hamilton Airport (AIR 93-016)

(Boris/Gregg)
That the Airport General Manager be authorized and directed to develop a strategic planning process addressing the issues noted in Report AIR 93-016. **CARRIED.**

3.2 Policy regarding collection of Airport rents and landing fees as observed by the Finance Department for the Region (AIR 93-017)

(Wade/Wilson)
That report AIR 93-017 be received for information. **CARRIED.**

3.3 **Air Laurentian Outstanding Accounts Receivable (AIR 93-020)**

(Wade/Skelton)
That staff be authorized and directed, in accordance with normal collection procedures as outlined in Report AIR 93-017, to carry out these procedures with Air Laurentian. **CARRIED.**
(Attachment)

3.4 **USAir Express Operations at Hamilton (AIR 93-018)**

(Wilson/Mongeon)
a) That the Chairman of the Hamilton Region Airport Management Board and the Airport General Manager be authorized and directed to meet with Mr. Timothy Coon, Senior Vice President of Operations for USAir Express, to discuss that company's operations at Hamilton Airport;

b) That, pending the outcome of this meeting, USAir Express be allowed to continue their tenancy on a month to month basis at the current rates. **CARRIED.**
(Attachment)

Note: Sue Ann Ryan, Station Manager, USAir, addressed the Board.

3.5 **New Land Rental Rates (AIR 93-019)**

(Wade/Wilson)
a) That no action be taken with respect to land rental rates at the Hamilton Airport at this time;

b) That Report AIR 93-019 be referred to the Airport Finance and Administration Sub-Committee for further discussion.
CARRIED.

New Business #1

(Wade/Wilson)
That the following item be received:

Correspondence to Regional Chairman R. J. Whynott from Gilles Pouliot, Minister of Transportation respecting Highway 6 (New) **CARRIED.**

4. **IN-CAMERA**

On motion **(Wade/Etherington)** the Board moved In-Camera. **CARRIED.**
On motion **(Wilson/Monaco)** the Board reconvened in open session. **CARRIED.**

4.1 **In-Camera Report - Hamilton Airport**

The in-camera report was withdrawn from the agenda.

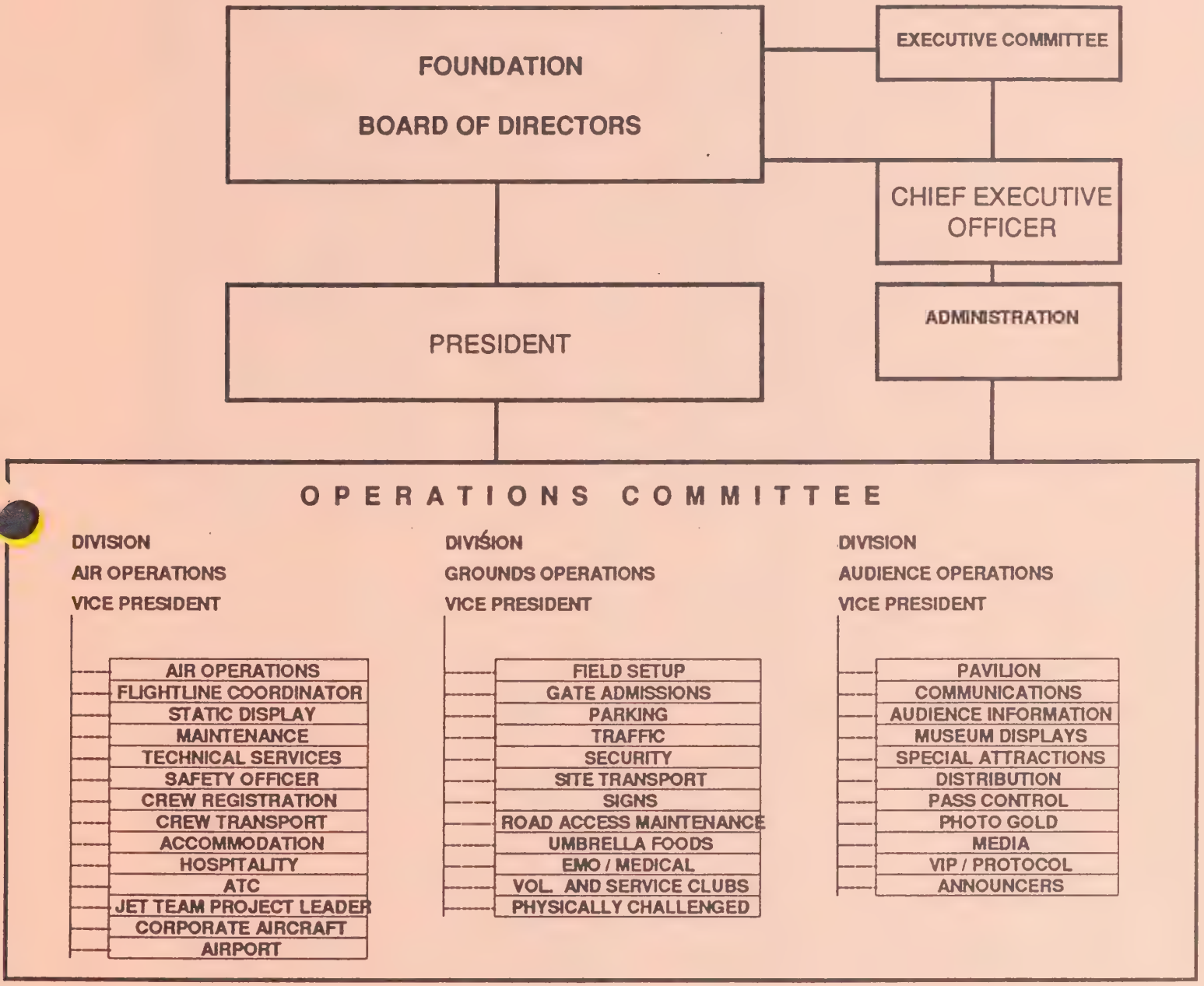
5. **OUTSTANDING BUSINESS**	**DATE**	**ACTION**	**STATUS**
Liability Insurance for Environmental Protection	Sept.10/92	K. Muller	Pending

On motion **(Wilson/Monaco)** the Board adjourned at 10:15 a.m. **CARRIED.**

_____
Chairman

_____
Secretary

HAMILTON INTERNATIONAL AIR SHOW FOUNDATION



ORGANIZATIONAL CHART 1993

02-Apr-93

The Hamilton International Airshow is one of the best events staged in North America

AIRSHOW ACTION AT HAMILTON

BY IAN STEER

If visually spectacular and auditorially astounding is what you want in an air show, the Hamilton Air Show (HAS) has it all. You can see and hear everything from exploding pyrotechnics to fighter jet maneuvering, to vintage aircraft fly-pasts.

Day one of the air show was the area's coldest June 20th on records, with low level, low visibility overcast darkening all; worsening to drizzle. Some day for a show always held on Father's Day weekend. From that point on, the weather was strictly downhill, with drizzle going to on and off rain. Yet fathers, families, and fliers alike braved these elements to see and be seen in the act of flying, and they were not to be disappointed.

"The F-117 (Stealth Fighter) had to do an IFR approach," according to Don Chapman, HAS Director of Air Operations. "I could see him on our radar screen coming up across the lake and was looking for him on his approach. Well, when that fighter broke through those clouds, he was really moving!"

Seeing an F-117 on radar is usually not possible. So the Nighthawks carry radar reflectors and transponders when flying through civilian airspace to "spruce up" their appearance on ATC radars.

The F-117 will be making an encore performance at HAS '93. But again, the special gusto of last year's HAS included a stealth fighter demo that is going to be hard to beat. Compared with other shows prior and since, HAS's Nighthawk was seriously yanking and banking.

HAS '92 featured the Frecce Tricolori Italian Aerobatic Team. If what you are looking for from an air show is a truly exciting performance, there is no finer a team in the world than the Frecce Tricolori. "We were honored to be the first host in North America for Frecce's tour here celebrating Columbus's 500th anniversary," said Al Lutchin, HAS General Manager. Only eight other cities were so honored. "They are a super team to work with and despite the poor weather, they put on one heck of a show."

HAS '93 features the Canadian Forces Snowbirds in a welcome return engagement. With maneuvers including the world's only five-ship line-abreast roll and the hair-standing four-ship twirl within a seven-ship formation, the Snowbirds are among the best precision flyers in the world.

Some of HAS's most exciting action occurs not in the air, but on the ground. There, hidden within the airfield beneath the flight-line, pyrotechnic charges are meticulously placed by explosives expert Rod Gler. Some of these go off with a big enough bang to simulate bombs dropping as aircraft, both modern and vintage, scream in on mock dive-bombing runs at high speed.

The biggest crowd pleaser of the pyrotechnics displays were the little explosions crackling loudly ahead of aircraft swooping in on mock strafing

(Continued on page 58)



Frecce Tricolori, the Italian Aerobatic Team, does a fly past with smoke blazing in the colors of the Italian national flag. Photo by I. Steer.



Seawings

SEAPLANE :

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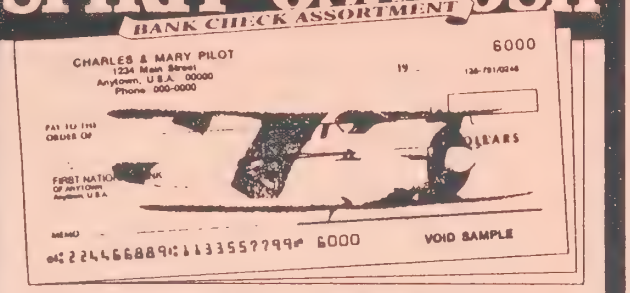
SOPHOS
5331 San Fernando Road West
Los Angeles, Ca 90039
818•500-7303

PATTY WAGSTAFF **AIRSHOWS** Inc.

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HAMILTON

(Continued from page 52)

runs. They really added excitement, especially for the vintage aircraft.

Speaking of vintage aircraft, HAS and Mount Hope Airport are the home of the Canadian Warplane Heritage, one of the world's largest collections of flying WW II aircraft. Thanks to CWH in particular, and to other vintage aircraft operators like the Confederate Air Force, previous HAS visitors have been treated to fly-pasts of classic stature, including the first-ever peace time showing in one formation of a Lancaster bomber, Mosquito fighter-bomber, and Spitfire and Hurricane fighters.

"HAS '93 will continue the vintage tradition with a special salute to the 50th anniversary of 6th Group, RCAF Bomber Command and to bomber commands throughout the world," promises Al. "We'll have the first ever formation fly-past of the four most famous heavy bombers of WW II: the B-29 Superfortress, B-17 Flying Fortress, B-24 Liberator and Avro Lancaster."

Also featured at HAS are the SE-5s and Fokker DVII and DR I "Red Barron" Triplane of the Great War Flying Museum. These aircraft are authentic, working replicas of actual WW I aircraft. To see them flying at all, let alone buzzing the field and each other guarantees you will enjoy aerial sights and sounds that are awe inspiring.

"Thanks to people like this, and especially those at CWH we're able to put up some of the greatest aircraft to have ever flown," says Don Chapman. "Under the latest category, we're also able to get the best 'heavy metal' aircraft that the U.S., Canada and Britian have to offer, including state of the art fighters like the F-117, CF-18 Hornet, F-16 Fighting Falcon, F-15 Eagle and F-14 Tomcat. "Supporters like Maj George Nelson, USAF, Lt. Col. Jim Kerr, Canadian Armed Forces, and Group Capt. Jeremy Legh-Smith, British High Command help to make the military presence at Hamilton one of the best in North America.

Hamilton constantly adds more aircraft to the show and expands it to include more diversified areas of aviation. Last year they began moving toward becoming a major Corporate and Commuter Aircraft Expo. Corporate jets, aircraft and



The Canadian precision jet team, The Snowbirds, in a nine aircraft, full formation takeoff. Photo by I. Steer.



Hamilton Air Show from 1000 ft. AGL, showing triangular crowd lines with hospitality and media areas at apex in foreground, flight-line runway to right and static aircraft display-line behind.

helicopters play vital roles in industry, commerce and air ambulance duties and they want people to be able to see these types of aircraft as well. "We want to cover all aspects of aviation," says Don, "protecting the old and integrating it with the new, both military and civilian."

Civilian acts, including death-defying wing walkers, Pitts Specials, Oscar Boesch's ASW-15 glider and others are also increasing. And this year, the show plans morning launches of up to 20 hot air balloons, quite a feat in an air traffic control zone.

Visitors to the show will be able to "meet and greet" these aircraft and their pilots in an up-close and personal way on the ground. In the air, they will be treated to one of the longest flying programs in North America. Their goal is to be one of the world's premier aviation events.

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Flin Flaunentian

AIRPORT MANAGEMENT BOARD, Item 3.3
DATE: April 8, 1993

April 1, 1993

Mr. S. Kincaid, Mgr
Hamilton Airport
Regional Municipality of
Hamilton-Wentworth
Mount Hope, Ontario L0R 1W0
(416) 679-4151

Re: Our accounts payable

Dear Mr. Kincaid,

Enclosed is our cheque for the landing fee invoices to the end of February of $ 5,684.28.

This leaves a balance of $ 15,577.15 for space rent, use of the conveyor belt and other miscellaneous charges. Plus the current rent and charges.

Things are starting to settle down although Pearson is our greatest problem, perhaps we will start to see a positive cash flow. It has been terrible since last summer when the fare wars started.

Enclosed is another cheque dated April 9th 1993 of $ 3,180.02 for April's rent $930.02 plus $750.00 for the conveyor belt estimated cost plus $ 1,500.00 towards the back charges. We feel that we can live with this each month including landing fees until after our corporate busy season (July, August and September) in October when we should be able to bring the account up to date.

I hope that the Airport Management Board will accept and work with us on this plan as we would like to continue serving Hamilton.

Yours truly,

John M. Bogie

OTTAWA INTERNATIONAL AIRPORT
P.O. BOX 818, RR#5, Ottawa, Ontario K1G 3H3
Tel: (613) 738-7223 Fax: (613) 738-9184

HAMILTON AIRPORT
P.O. BOX 189, Mount Hope, Ont. L0R 1W0
Tel: (416) 679-3399 Fax: (416) 679-0037

discussed our plans with The Department of Transportation, and they would prefer us to keep two planes in service on the ART, MSS, OGS, and SYR routes. We are proposing to the D.O.T. a new contract to subsidize either one plane or two planes. It will be D.O.T.'s option to decide what they want to do, if anything. They can decide to eliminate the subsidy altogether, and we will have to take both planes out of service, or subsidize one plane, or subsidize two planes. We are presenting our proposal to them in the middle of April to become effective with the new subsidy beginning July 1, 1993.

The short-term effect on the airline will be to ground a Metro as of May 1 unless we are able to find another route to use it on. We have been turned down repeatedly on almost every request we have made to USAir for new routes. I have asked them if we can wet lease the plane to them until we know the outcome from the D.O.T. Hopefully, they will be able to lease the plane or give us another route to put it on. I welcome any suggestions from any of you on where we can utilize this plane.

If we are unable to utilize this plane, we would hope to minimize any short-term hardship and dislocation on all of you. We would request that vacation time, voluntary leave, etc., be taken in May and June so that if in fact the D.O.T. will subsidize our operation in July for two planes, there will be no layoffs of personnel because of not flying these routes. If we are forced to make any layoffs of pilots, it will be made on a seniority basis.

Our lease has expired at the YHM airport and we have decided not to sign a new lease. We are now operating on a month-to-month basis at YHM. While our load factors have increased dramatically since February 1, our Yields have fallen dramatically compared to last year (Yield for February 1993 was 63.30 versus 77.93 for February 1992). For the January/February period of 1993 we lost $50,016. In 1992, we lost $332,999 in YHM; and in 1991, we lost $186,028 in YHM. We are requesting the Canadian Government and/or Airport Authority to waive their landing fees, rental charges, and other costs that we must bear to use their airport. If they don't, and we are not able to significantly raise our Yield, (the amount of money we receive from each USAir ticket) we will be forced

the very near future to discontinue the YHM station and the YHM route. This would be quite unfortunate both for Chautauqua and for the City of Hamilton. You all do a great job of providing first class service to a city that desperately needs it; since we now account for more than 70 percent of their air passengers, they would have an airport that would be almost empty without us.

We are investigating growth possibilities for your Company in other areas. One of these areas is the acquisition of used jet aircraft that will be flown under the Chautauqua name rather than as USAir Express. Since we have had little success when we try to get additional routes from USAir, we have no alternative but to move forward on our own. The airline industry is in such bad shape that you can lease a 727 Jet that is capable of transporting 150 people for two-thirds the price of a Saab 340. You can get an engine for the 727 Jet at one-quarter of the price of the Saab engine.

We welcome any suggestions, comments, criticisms that anyone has to offer to make this a better place to work, a better Company to be associated with, and that can help us assure long-term survival and growth in very tough times.

I understand that there have been many rumors circulating on many subjects and topics. If they have originated from JHW, please call me to check if they are true. I will keep everyone informed of major changes before we implement them, and I will explain why we are doing them. I welcome your suggestions on how to change things for the benefit of all concerned.

Sorry this could not be a more upbeat letter announcing new routes or new planes but, unfortunately, that is not the reality at present.

Ontario

Ministry of Transportation

Ministère des Transports

Ferguson Block, 3rd Floor
77 Wellesley St. West
Toronto, Ontario
M7A 1Z8

Édifice Ferguson, 3e étage
77, rue Wellesley ouest
Toronto (Ontario)
M7A 1Z8

Office of the Minister

Bureau du ministre

(416) 327-9200

RECEIVED MAR 3 1 1993

AIRPORT MANAGEMENT BOARD, New Business #1
April 8, 1993

March 29, 1993

Mr. R.J. (Reg) Whynott
Regional Chairman
The Region of Hamilton-Wentworth
P.O. Box 910
Hamilton, Ontario
L8N 3V9

Dear Mr. Whynott:

Thank you for your letter of January 19, 1993 enclosing the announcement for the approval of the Highway 6 (New) Environmental Assessment.

I am pleased that this news was well received and was welcomed in the Region. Your offer to provide detailed airport development plans and forecasts of future activity will be a valuable contribution to our work.

With this approval, it is our intention to proceed with activities such as pre-contract engineering work, corridor designation, property purchase, archaeological investigations and construction scheduling. Our project design team will be consulting and seeking input from all interested agencies, including, municipal governments, Hamilton Airport officials and the public at various stages during the design. We welcome your participation in the process. The ministry will also continue to negotiate and address local concerns as per the conditions of the approval.

This ministry's practice is that following completion of a new facility the old highway is transferred to the regional municipality. A council resolution expressing your agreement in principle with the transfer would be greatly appreciated by this ministry. Details with regard to the exact limits of transfer can be resolved with the Region's staff.

I recognize the importance of Highway 6 (New) in creating a new opportunity to develop Hamilton Airport, and I believe that this investment, along with an aggressive marketing strategy, will be the key ingredients in making this facility an economic landmark in Ontario.

Made from recovered materials Fait de matériaux récupérés

This ministry supports an integrated airports system for the Greater Toronto Area (GTA) and we believe that the best system to address it is by establishing a Local Airport Authority (LAA). It appears that improved access to Hamilton Airport and establishment of an LAA for the GTA and Hamilton-Wentworth regions should be mutually advantageous. However, I recognize that the decision to join the LAA will have to be made locally when all the relevant factors have been taken into consideration.

Sincerely,

Gilles Pouliot
Minister

c.c. D. Abel, M.P.P.
Hon. R. Allen, M.P.P.
Hon B.A. Charlton, M.P.P
Hon. D. Christopherson, M.P.P.
N. Jamison, M.P.P.
B. MacKenzie, M.P.P.
M. Morrow,,M.P.P.
S. Kincaid, Hamilton Airport

CONSENT AGENDA MATERIAL

2.1

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 April 28
050-009.5

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Canadian Corps of Commissionaires - Contract Renewal
(AIR 93-023)

RECOMMENDATION:

a) That the Canadian Corps of Commissionaires contract be extended to supply security services at Hamilton Airport;

b) That the Airport General Manager be authorized and directed to issue a requisition for a purchase order to the Canadian Corps of Commissionaires to provide security services for Hamilton Airport for the period of April 1, 1993 to March 31, 1994 in accordance with the Supply and Services Canada National Master Standing Offer - Commissionaire Services, at a cost of approximately $185,075.52 (P.S.T. included and G.S.T. extra) to be paid in biweekly instalments and charged to Airport Commissionaires Account No. 1-56927-343100.



S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

We are in receipt of the National Master Standing Offer for the Fiscal Year 1992/93 regarding Commissionaire Services.

The following are the rates established by Treasury Board for Hamilton Airport for the period of April 1, 1993 to March 31, 1994:

	REGULAR	OVERTIME	STAT. HOL. WORKED
Unranked Commissionaire	$ 9.98/hr	$14.43/hr	$23.56/hr
Staff Sergeant	11.83/hr	17.22/hr	27.92/hr

Security services are provided at Hamilton Airport on a 24 hour basis and approximately 336 hours are exhausted per week.

BACKGROUND:

The Canadian Corps of Commissionaires provide security services to Hamilton Airport on the direction of Transport Canada. In view of the rate changes, their contract is renewed on an annual basis.

DIVISION 9 - HAMILTON

AIRE GÉOGRAPHIQUE

La présente aire géographique englobe les services de commissionnaires fournis à Hamilton et ses environs.

GEOGRAPHICAL COVERAGE

This area covers all of the Commissionaire Services to be provided in Hamilton and vicinity.

Administration centrale du Corps/Member Corps Headquarters

Commandant: Lt. Col. H.L. Wilcox, CD
Téléphone/Telephone: (416) 522-7584
Télécopieur/Facsimile: (416) 522-8011

Adresse postale/Mailing Address

N° 609 Édifice Imperial
25, rue Hughson sud
Hamilton (Ontario)
L8N 2A5

No. 609 Imperial Bldg.
25 Hughson St. South
Hamilton, Ontario
L8N 2A5

Adresse régionale/Geographical Address

N° 609 Édifice Imperial
25, rue Hughson sud
Hamilton (Ontario)
L8N 2A5

No. 609 Imperial Bldg.
25 Hughson St. South
Hamilton, Ontario
L8N 2A5

TAUX HORAIRES FERMES TOUT COMPRIS À FACTURER POUR LES SERVICES DE COMMISSIONNAIRES NON GRADÉS/FIRM ALL INCLUSIVE HOURLY BILLING RATES FOR UNRANKED COMMISSIONAIRES

ENDROIT/LOCATION	Temps Normal/ Regular	Temps Supplémentaire/ Overtime	Congé statutaire travaillé/ Statutory Holidays Worked
Aéroport civil de Hamilton/Hamilton Civic Airport	9.98	14.53	23.56
Burlington, Kitchener	9.35	13.61	22.08
Hamilton	9.14	13.31	21.58

TAUX HORAIRES FERMES TOUT COMPRIS SUPPLÉMENTAIRES À FACTURER POUR LES SERVICES DE COMMISSIONNAIRES GRADÉS/FIRM ALL INCLUSIVE ADDITIONAL HOURLY BILLING RATES FOR RANKED COMMISSIONAIRES

GRADE/RANK			
Caporal/Corporal	0.62	0.90	1.45
Sergent/Sergeant	1.23	1.79	2.91
Sergent d'état major/Staff Sergeant	1.85	2.69	4.36

TEMPS SUPPLÉMENTAIRE

Les taux relatifs au temps supplémentaire s'appliqueront pour les heures de travail au-delà de 88 heures par période de 2 semaines.

OVERTIME

Overtime rates will apply for any work in excess of 88 hours in a 2 week period.

CONGÉS STATUTAIRES

Les commissionnaires ont droit aux 8 congés statutaires payés suivants : le Jour de l'An, le Vendredi Saint, la Fête de la Reine Victoria, la Fête du Canada, la Fête du Travail, le Jour de l'Action de Grâces, Noël et le lendemain de Noël.

Les taux normaux s'appliqueront aux jours fériés légaux non travaillés. Si des services de commissionnaires sont requis au cours de l'un de ces congés, ils seront rémunérés au taux s'appliquant aux congés statutaires.

Les taux normaux s'appliqueront aux heures de travail effectuées au cours d'un autre congé officiel du gouvernement fédéral.

STATUTORY HOLIDAYS

Commissionaires are entitled to the following 8 paid Statutory Holidays: New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas Day and Boxing Day.

Regular rates will apply for these Statutory Holidays not worked. Should Commissionaire Services be required on any of these Statutory Holidays, the applicable Statutory Holidays Worked rate shall apply.

Should Commissionaire Services be required to work on any other recognized Federal Government holiday, the applicable Regular rate shall apply.

Supply and Services Canada | Approvisionnements et Services Canada

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LIRE LES INSTRUCTIONS AU VERSO AVANT DE REMPLIR LA FORMULE

ATTACHMENT TO CALL-UP FOR COMMISSIONAIRE SERVICES
APPLICABLE TO A BEAT OR POST WITHIN THE SITE

ANNEXE À LA COMMANDE DE SERVICES DE COMMISSIONNAIRES
APPLICABLE À UNE RONDE OU UN POSTE DE GARDE DANS L'EMPLACEMENT

1 LOCATION OF BEAT OR POST - EMPLACEMENT DE LA RONDE OU DU POSTE
HAMILTON AIRPORT
MOUNT HOPE, ONTARIO

2 AMENDMENT NO. - MODIFICATIF N°

3 ATTACHMENT NO. - ANNEXE N°

4 PERIOD COVERED BY THIS ATTACHMENT - PÉRIODE VISÉE PAR LA PRÉSENTE ANNEXE
April 1, 1993 to March 31, 1994

5 DUTIES TO BE PERFORMED - TÂCHES À REMPLIR
General security duties as listed in previous Hamilton Airport job specifications.

6 SPECIAL INSTRUCTIONS - INSTRUCTIONS SPÉCIALES

7 LANGUAGE REQUIREMENT - EXIGENCES LINGUISTIQUES

☐ POST ORDERS ATTACHED - CONSIGNES CI-JOINTES
☐ POST ORDERS ON POST - CONSIGNES COMMUNIQUÉES AU POSTE
☐ BILINGUAL - BILINGUE
☐ UNILINGUAL ENGLISH - UNILINGUE ANGLAIS
☐ UNILINGUAL FRENCH - UNILINGUE FRANÇAIS
☐ EITHER OR - L'UN OU L'AUTRE

8 WEEKLY SCHEDULE OF HOURS OF SERVICE - CALENDRIER DE SERVICE HEBDOMADAIRE

DAY - JOUR	NIGHT SHIFT ÉQUIPE DE NUIT START DÉBUT	NIGHT SHIFT FINISH FIN	NIGHT SHIFT TOTAL HRS TOTAL DES HEURES	DAY SHIFT ÉQUIPE DE JOUR START DÉBUT	DAY SHIFT FINISH FIN	DAY SHIFT TOTAL HRS TOTAL DES HEURES	EVENING SHIFT ÉQUIPE DE SOIR START DÉBUT	EVENING SHIFT FINISH FIN	EVENING SHIFT TOTAL HRS TOTAL DES HEURES	TOTAL DAILY HRS. TOTAL DES HEURES PAR JOUR
MONDAY - LUNDI	0000 0000	0800 0800	8 8	0800 0800	1600 1600	8 8	1600 1600	0000 0000	8 8	48
TUESDAY - MARDI	0000 0000	0800 0800	8 8	0800 0800	1600 1600	8 8	1600 1600	0000 0000	8 8	48
WEDNESDAY - MERCREDI	0000 0000	0800 0800	8 8	0800 0800	1600 1600	8 8	1600 1600	0000 0000	8 8	48
THURSDAY - JEUDI	0000 0000	0800 0800	8 8	0800 0800	1600 1600	8 8	1600 1600	0000 0000	8 8	48
FRIDAY - VENDREDI	0000 0000	0800 0800	8 8	0800 0800	1600 1600	8 8	1600 1600	0000 0000	8 8	48
SATURDAY - SAMEDI	0000 0000	0800 0800	8 8	0800 0800	1600 1600	8 8	1600 1600	0000 0000	8 8	48
SUNDAY - DIMANCHE	0000 0000	0800 0800	8 8	0800 0800	1600 1600	8 8	1600 1600	0000 0000	8 8	48
WEEKLY TOTAL - TOTAL HEBDOMADAIRE			112			112			112	336
STATUTORY HOLIDAYS - CONGÉS FÉRIÉS	0000	0800		0800	1600		1600	0000		
RANK REQUIREMENT - GRADE DEMANDÉ ☐ ATTACHED - CI-JOINT	2 Unranked commissionaires			1 Staff Sergeant (Mo - Fr) 1 Unranked commissionaire (Mo - Fr) 2 Unranked commissionaires (Sa & Su)			2 Unranked commissionaires			

9 CALCULATION OF COST OF SERVICE - TARIFICATION DES SERVICES
☐ ATTACHED - CI-JOINT

RANK - GRADE	TOTAL ESTIMATED HOURS REQUIRED WEEKLY - NOMBRE D'HEURES PRÉVUES PAR SEMAINE (a)	REGULAR HOURLY RATE - TARIF HORAIRE RÉGULIER (b)	PAY OF RANK - INDEMNITÉ DE GRADE (c)	HOURLY RATE APPLICABLE (d) = (b) + (c)	WEEKLY ESTIMATED COST (e) = (a) x (d)
CAPTAIN - CAPITAINE					
LIEUTENANT					
WARRANT OFFICERS I - ADJUDANTS I					
WARRANT OFFICERS II - ADJUDANTS II					
STAFF SERGEANTS - SERGENTS D'ÉTAT-MAJOR	40	9.98	1.85	11.83	473.20
SERGEANTS - SERGENTS					
CORPORALS - CAPORAUX					
COMMISSIONAIRES	296	9.98			2,954.08
TOTALS - TOTAUX					(1) 3,427.28

STATEMENT OF COST FOR ENTIRE PERIOD - ÉTAT DES FRAIS POUR LA DURÉE DU SERVICE

REGULAR SERVICE - SERVICE RÉGULIER (1)	WEEKLY COST OF SERVICE - TARIF HEBDOMADAIRE DU SERVICE $ 3,427.28 × NUMBER OF WEEKS - NOMBRE DE SEMAINES 52 =	$ 178,218.56
SPECIAL ALLOWANCES - INDEMNITÉS SPÉCIALES	OVERTIME - HEURES SUPPLÉMENTAIRES	
	STATUTORY HOLIDAYS - CONGÉS FÉRIÉS 8 @ 48 = 384 x 14.53	5,579.52
	8 @ 16 = 128 x 9.98	1,277.44
	EMERGENCY SITUATION - SITUATION D'URGENCE	
	TRAVEL - DÉPLACEMENT	
TOTAL ESTIMATED EXPENDITURE OR REVISED TOTAL ESTIMATED EXPENDITURE ▶ TOTAL DES DÉPENSES PRÉVUES OU TOTAL RÉVISÉ DES DÉPENSES PRÉVUES		$ 185,075.52

10 PREPARED BY - REMPLI PAR: JOANNE FURLANI
TEL. NO - N° DE TÉL.: 416-679-4151
DATE: April 6, 1993

Canada

DSS-MAS 7170 (2/85) 7540-21-898-3262

2.2(a)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 May 4

REPORT TO: Chairman and Members
Hamilton-Wentworth Region Airport Management Board

FROM: Mr. R. C. Roszell
Commissioner and Corporate Counsel

SUBJECT: **Airport Management Board**
Code of Conduct
Report No: LS-93-031

BACKGROUND:

In October of 1992, Legal Services provided its opinion concerning Code of Conduct issues for the purposes of assisting in the preparation of the Code of Conduct Report provided by the special subcommittee concerning conflict of interest. In particular, the subcommittee was formed to review the Airport Management Board's Code of Conduct.

At that time, we reported that there is no legal authority for the Airport Management Board to create its own code of conflict outside of the Municipal Conflict of Interest Act and that any conflict between the Code of Conduct and the Municipal Conflict of Interest Act, the rules and provisions of the Act would accordingly prevail.

Furthermore, at that time, we advised that in July of 1991, the Municipal Conflict of Interest Consultation Committee was established to review the current Municipal Conflict of Interest Act and to investigate ways and means of revising the Act. In the new proposed legislation, which still has not come into effect, a municipality or local board may, with the approval of the proposed Municipal of Conflict of Interest Commissioner, pass by-laws to establish its own standards of conduct for members concerning a conflict of interest. Where a discrepancy occurs between the Code of Conduct By-Law and the provisions of the proposed Municipal Conflict of Interest Act, the more stringent standard of conduct would prevail.

Accordingly, although there is currently in the works revised legislation which would permit the establishment of a Code of Conduct for the Airport Management Board relating to conflict of interest matters, the current legislation is still in effect and accordingly, the existing Municipal Conflict of Interest Act still prevails.

The purpose of this report is to confirm as follows:

(1) It is our understanding that the new legislation will not come into effect until after the next Municipal Elections in 1994. We will accordingly monitor the continuing progress of this legislation and advise the Board once this has come into legal effect.

(2) In the meantime, the Municipal Conflict of Interest Act establishes the rules and procedures to be followed by a member of a municipal council or a local board where the member has a direct or indirect pecuniary interest in any matter before a meeting of the council or the local board at which the member is present.

Generally, where the member has a direct or indirect pecuniary interest, the member is required:

(a) Prior to any consideration of the matter at the meeting to disclose the interest and its general nature;

(b) Not to take part in the discussion of or vote on any question in respect of the matter; and

(c) Not to attempt in any way whether before, during or after the meeting to influence the voting on any such question.

As well, it should be noted that where a meeting is held **in camera**, the member is also required to leave the particular meeting or that part of the meeting during which the matter is under consideration immediately.

The above is a brief summary of the general nature and scope of the Municipal Conflict of Interest Act. A copy of the statute was forwarded to each member by our October 7, 1992, report for their review and information.

(3) We also take this opportunity to remind board members that, apart from and in addition to conflict of interest matters covered by the Municipal Conflict of Interest Act, board members are required as a matter of their fiduciary duties to faithfully, honestly and impartially perform their duties as board members and to manage the business and affairs of the Airport Management Board with a view to the best interests of the Region and the Airport and at all times, act in good faith in the implementation of their responsibilities.

An important aspect of a board member's fiduciary duty concerns confidentiality of information. Each board member is required to observe, maintain and preserve the confidentiality of all information which they acquire directly or indirectly in consequence of their office and not to divulge, release or utilize or knowingly permit or assist any third party to utilize such confidential information for the benefit of the

particular board member or for the benefit of that particular third party. Such a duty of confidentiality survives the board member's membership for such period of time as may be necessary in the circumstances to protect the Board and the purposes for which it was established. In other words, special information concerning airport projects to which Board members have become privy can not be utilized by Board members for their own benefit or be conveyed to third parties for their use and benefit, both during and after their tenure as members.

We would confirm that this additional aspect of Board members' duties is expected to be codified in the proposed legislation.

Rand C. Roszell
Commissioner and Corporate Counsel

2.2(b)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 April 29
110-005.4

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Hamilton Airport - Budget Exception Report
January to March 31, 1993 (AIR 93-022)

S.L. Kincaid, Airport General Manager

BACKGROUND:

The Hamilton Airport Budget Exception Report for the period ending March 31, 1993 is being forwarded to this Board pursuant to Regional Finance Policy.

The Committee of the Whole at its meeting of February 19, 1993 and Regional Council at its meeting of March 2, 1993 approved both the Airport's Subsidized and Non-subsidized Budgets.

On March 2, 1993, Regional Council approved of a total Operations and Maintenance Budget (Subsidized Airport Budget) in the amount of $1,837,375. The amount includes a subsidy of $919,850 and projected revenue of $917,525. It is necessary to note that although the Subsidized Airport Budget was approved by Regional Council, the Airport General Manager's office is still in negotiations on the budget with Transport Canada. We have currently been verbally advised by Transport Canada that the subsidy level will probably be $844,700. An account breakdown has not been provided by Transport Canada to date and therefore it is difficult to determine whether or not there are any variances to report. By using the current figures approved by Regional Council, the Subsidized Budget does not have any variances at the present time.

These figures do not include the Hamilton-Wentworth portion of the airport budget (Non-subsidized Airport Budget) which is a total of $165,800, with a net cost of $99,300, when

The expenditures and revenues for January to March, 1993 for the Non-subsidized Airport Budget have been reviewed. The following are the variances:

(F - Favourable, U - Unfavourable)

	1993 Budget	Variance
EXPENDITURES		
No variances		
REVENUES		
46007-344101 - Office and Shop Space Regionally owned offices currently not completely leased out.	5,000	(2,600) (U)

You will note on the Summary of Variances of the Non-subsidized Airport Budget that the forecasted unfavourable variance will be $2,600 by year-end, thereby causing the net cost to increase from the approved $99,300 to $101,900.

In the meantime, airport staff is continuing negotiations with Transport Canada for final approval-in-principle for the 1993 Hamilton Airport Operations and Maintenance Budget. Once this approval has been granted, the Board will be advised.

cc: J. DiBattista, Finance Department

BUDGET EXCEPTION REPORT

DEPARTMENT VARIANCE SUMMARY

Reporting Period: March 31, 1993 **Department:** Airport
Subsidized Airport Budget

	VARIANCE DATE			FORECAST VARIANCE FOR YEAR END		
	1993 BUDGET TO DATE	ACTUAL DATE	FAVOURABLE (UNFAVOURABLE)	1993 BUDGET	FORECAST ACTUAL FOR YEAR END	FAVOURABLE (UNFAVOURABLE) VARIANCE
	(A)	(B)	(A) - (B)	(C)	(D)	(C) - (D)
TOTAL EXPENDITURE	459,344	423,517	35,827	1,837,375	1,837,375	-0-
TOTAL REVENUE	229,381	162,335	(67,046)	917,525	917,525	-0-
TOTAL SUBSIDY	229,963	261,182	(31,219)	919,850	919,850	-0-

Prepared by: _____ Department Manager: _____

BUDGET EXCEPTION REPORT

DEPARTMENT VARIANCE SUMMARY

Reporting Period: March 31, 1993 **Department:** Airport

Non-Subsidized Airport Budget

	VARIANCE DATE			FORECAST VARIANCE FOR YEAR END		
	1993 BUDGET TO DATE	ACTUAL DATE	FAVOURABLE (UNFAVOURABLE)	1993 BUDGET	FORECAST ACTUAL FOR YEAR END	FAVOURABLE (UNFAVOURABLE) VARIANCE
	(A)	(B)	(A) - (B)	(C)	(D)	(C) - (D)
TOTAL EXPENDITURE	41,450	12,337	29,113	165,800	165,800	-0-
TOTAL REVENUE	16,625	3,804	(12,821)	66,500	63,900	(2,600)
TOTAL DEPARTMENT	24,825	8,533	16,292	99,300	101,900	(2,600)

Prepared by: J Farlani

Department Manager:

BUDGET EXCEPTION REPORT
PROGRAM VARIANCE DETAIL

Reporting Period: March 31, 1993

Department: Airport

Program: Non-subsidized Airport Budget

	Favourable/ (Unfavourable) Variance To Date	Favourable/ (Unfavourable) Variance Forecast for Y/E
Expenditure Variance - Please Explain	**$**	**$**
Total Expenditure Variance		
Revenue Variance - Please Explain	Budget	
4[illegible]07-344101	5,000	(2,600)
Office and Shop Space Regionally owned offices not completely leased out		
Total Revenue Variance		(2,600)
Total Program Variance		(2,600)

Recommended Action To Be Taken:

No action.

Prepared By: [signature]

Program Manager: _____ (Signature)

2.2(c)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 April 28
050-007.1

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: First Quarter Report - Landing Fees 1992/1993
~~(AIR~~ 93-025)

S.L. Kincaid, Airport General Manager

BACKGROUND:

Attached to this report is the Hamilton Airport Comparative Analysis - Landing Fee Revenue for 1992/1993.

You will note that the landing fees up to March 1993 is $127,178.40 as compared to $136,002.76 in 1992, a decrease of $8,824.36.

Although landing fees have decreased for the first quarter of 1993, Hamilton Airport is seeing a promising increase in carriers. The recent announcement that Canadian International will be commencing a freighter service out of Hamilton on June 14, 1993 is a prime example.

COMPARATIVE ANALYSIS - LANDING FEE REVENUES

1992	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS	BUDGET	VARIANCE
45028-343199 CFR	$126.00	$217.00	$215.00	$2,332.00	$2,045.40	$708.00	$2,322.00	$2,029.94	$2,875.18	$958.00	$405.00	$0.00	$14,233.52	$15,000.00	($766.48)
45030-343199 PARKING	$4,401.62	$4,419.05	$5,125.08	$5,637.59	$4,781.14	$4,996.61	$3,687.57	$3,506.56	$3,755.30	$3,697.34	$3,839.23	$3,449.89	$51,296.98	$40,000.00	$11,296.98
45032-343199 AIRLINE-DOMEST	$10,429.81	$10,032.11	$13,633.09	$11,958.15	$11,084.57	$11,278.00	$17,063.78	$13,056.08	$14,493.71	$14,752.49	$15,361.77	$15,808.73	$158,952.29	$160,000.00	($1,047.71)
45033-343199 AIRLINE-INT'L	$10,995.90	$9,954.82	$11,425.34	$14,558.72	$14,086.72	$16,408.38	$15,503.08	$15,920.92	$16,390.26	$18,327.30	$19,388.82	$21,321.20	$184,281.46	$150,000.00	$34,281.46
45034-343199 OTHER-DOMESTI	$7,242.02	$8,816.61	$9,425.24	$8,485.19	$8,313.81	$8,998.52	$4,936.86	$4,341.31	$3,367.18	$3,958.97	$3,775.98	$3,947.73	$75,609.42	$90,000.00	($14,390.58)
45035-343199 OTHER-INT'L	$5,922.97	$1,166.08	$2,002.60	$4,402.60	$2,388.00	$4,232.24	$2,946.00	$2,504.53	$1,161.16	$1,459.48	$2,036.52	$1,629.84	$31,852.02	$20,000.00	$11,852.02
SUBTOTAL	$39,118.32	$34,605.67	$41,826.35	$47,374.25	$42,699.64	$46,621.75	$46,459.29	$41,359.34	$42,042.79	$43,153.58	$44,807.32	$46,157.39	$516,225.69	$475,000.00	$41,225.69
45137-343199 10% ADMIN	$3,911.83	$3,460.57	$4,182.64	$4,737.43	$4,269.98	$4,662.18	$4,645.93	$4,135.92	$4,204.30	$4,315.36	$4,480.73	$4,615.74	$51,622.61	$60,000.00	($8,377.39)
22836-011 7% GST	$3,012.11	$2,664.64	$3,220.63	$3,647.82	$3,287.88	$3,589.88	$3,577.36	$3,130.97	$2,984.73	$3,322.83	$3,450.15	$3,554.12	$39,443.12		
GRAND TOTALS	$46,042.26	$40,730.88	$49,229.62	$55,759.50	$50,257.50	$54,873.81	$54,682.58	$48,626.23	$49,231.82	$50,791.77	$52,738.20	$54,327.25	$607,291.42	$535,000.00	$72,291.42

1993															
45028-343199 CFR	$623.00	$157.00	$2,395.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,175.00	$15,000.00	($11,825.00)
45030-343199 PARKING	$3,579.87	$3,145.29	$2,485.62	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$9,210.78	$50,000.00	($40,789.22)
45032-343199 AIRLINE-DOMEST	$17,482.55	$15,621.31	$13,815.79	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$46,919.65	$150,000.00	($103,080.35)
45033-343199 AIRLINE-INT'L	$14,807.74	$12,880.90	$13,725.62	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$41,414.26	$190,000.00	($148,585.74)
45034-343199 OTHER-DOMESTI	$477.72	$579.12	$439.34	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,496.18	$60,000.00	($58,503.82)
45035-343199 OTHER-INT'L	$1,506.38	$2,162.04	$2,224.94	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,893.36	$31,000.00	($25,106.64)
SUBTOTAL	$38,477.26	$34,545.66	$35,086.31	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$108,109.23	$496,000.00	($387,890.77)
45137-343199 10% ADMIN	$3,847.73	$3,454.57	$3,508.63	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,810.93	$0.00	$10,810.93
22836-011 7% GST	$2,962.75	$2,660.03	$2,635.46	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$8,258.24		
GRAND TOTALS	$45,287.74	$40,660.26	$41,230.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$127,178.40	$496,000.00	($368,821.60)
NET INCREASE/DECREASE (WITHOUT GST)	($705.16)	($66.01)	($7,414.05)	($52,111.68)	($46,969.62)	($51,283.93)	($51,105.22)	($45,495.26)	($46,247.09)	($47,468.94)	($49,288.05)	($50,773.13)	($448,928.14)	$0.00	
% OF INCREASE/DECREASE	-1.64%	-0.17%	-16.11%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-79.06%	0.00%	

2.2(d)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 April 28
120-001

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: First Quarter Report - Passenger Totals 1992/1993
(AIR 93-026)

S.L. Kincaid, Airport General Manager

BACKGROUND:

Attached to this report is the Hamilton Airport Passenger Embarkation Totals for 1992 and 1993.

The total figures represent passengers departing from this airport only. For passengers embarking and disembarking the total should be doubled.

You will note that the total passenger embarkation for the first quarter of 1993 is 6,676 as compared to 5,158 for 1992, an increase of 1,518.

HAMILTON AIRPORT PASSENGER EMBARKATION TOTALS

1992

Airline	Jan 92	Feb 92	Mar 92	Apr 92	May 92	Jun 92	Jul 92	Aug 92	Sept 92	Oct 92	Nov 92	Dec 92	Totals
USAir Express	901	1059	1372	1153	1135	871	789	787	904	1024	1060	1086	12141
Air Laurentian	395	484	453	492	492	378	256	285	456	506	415	352	4964
Pem Air	164	152	178	175	263	294	186	171	375	248	208	187	2601
Northwest Airlink	0	0	0	0	135	480	305	312	419	578	458	514	3201
Suntrek	0	0	0	0	0	0	0	0	0	510	1242	1500	3252
Totals	1460	1695	2003	1820	2025	2023	1536	1555	2154	2866	3383	3639	26159

1993

Airline	Jan 93	Feb 93	Mar 93	Apr 93	May 93	Jun 93	Jul 93	Aug 93	Sept 93	Oct 93	Nov 93	Dec 93	Totals
USAir Express	1111	1209	1292	0	0	0	0	0	0	0	0	0	3612
Air Laurentian	358	343	505	0	0	0	0	0	0	0	0	0	1206
Pem Air	198	167	142	0	0	0	0	0	0	0	0	0	507
Northwest Airlink	467	412	472	0	0	0	0	0	0	0	0	0	1351
Totals	2134	2131	2411	0	0	0	0	0	0	0	0	0	6676

2.2(e)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 April 29

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Regional Office Closures - Temporary Layoffs - Hamilton Airport
(AIR 93-028)

S.L. Kincaid, Airport General Manager

BACKGROUND:

On February 19, 1993 a media release was issued by the Region of Hamilton-Wentworth (see attachment) announcing the closing of Hamilton-Wentworth Regional Offices due to temporary layoffs of union employees on the following dates:

May 7, 1993	May 14, 1993	May 21, 1993
June 4, 1993	June 11, 1993	June 18, 1993
September 3, 1993	September 10, 1993	September 17, 1993
October 1, 1993	October 8, 1993	October 15, 1993
November 5, 1993	November 12, 1993	November 19, 1993

Hamilton Airport is one of the many offices which will be closed on the above-mentioned dates due to budget constraints approved by Regional Council to minimize 1993 tax increases. Although the airport management office will be closed, airport management staff will be available by calling the regular office number 679-4151 and airport security will relay the messages to them.

REGION OF HAMILTON-WENTWORTH

MediaRelease

FOR IMMEDIATE RELEASE

February 19, 1993

Closing of Hamilton-Wentworth Regional Offices

The Hamilton-Wentworth Regional Council approved a 2.9% budget increase today which included a number of previously announced reductions in service. The most noticeable of these to the general public will be the closure of all Regional Government offices on the following Fridays:

May 7, 1993	May 14, 1993	May 21, 1993
June 4, 1993	June 11, 1993	June 18, 1993
September 3, 1993	September 10, 1993	September 17, 1993
October 1, 1993	October 8, 1993	October 15, 1993
November 5, 1993	November 12, 1993	November 19, 1993

I also want to take this opportunity to outline for you some of the actions which have taken place with respect to our unions.

Immediately following Council's decision in December to hold 1993 labour costs at 1992 levels, Regional staff initiated meetings with each of the affected unions and advised them that the Region's financial situation was such that layoffs were a distinct possibility.

The unions were asked at that time to consider suggesting alternatives. We received a request from our two largest unions several weeks ago to continue discussions with us to which we agreed. Those discussions have been taking place since then, although I must advise you at this time they are achieving limited success.

In the course of those discussions we offered to consult with the unions in the development of a plan for the attrition of employees within 1993 as well as a role in ensuring that, as a result, the Region operates as effectively and efficiently as possible.

We want to state publicly that we recognize our obligation to honour our collective agreements and that any proposal on alternatives must be mutually acceptable to both the Council and its employees. The specific nature of these discussions must remain within the confidence of the parties.

-30-

For more information contact:

John Johnston, Commissioner of Human Resources

416-546-2631

2.2(f)

MINUTES OF THE HAMILTON REGION AIRPORT MANAGEMENT BOARD MARKETING SUB-COMMITTEE

The Hamilton Region Airport Management Board Marketing Sub-Committee met at 8:00 a.m. on Tuesday, April 27th, 1993 at 25 Main Street West, Suite 101.

Present:	Chairman K. Gregg J. Monaco J. Mongeon
Absent with regrets:	D. Agostino L. Culver
Also Present:	Messrs. N. Catalano, S. Kincaid, J. Skelton Mme. S. Renshaw, M. Thompson

1. GENERAL

a) Minutes of the November 25th, 1992 meeting of the Marketing Sub-Committee.

TABLED

2. BUSINESS ARISING OUT OF THE MINUTES

2.1 1993 Marketing Plan and Budget

Staff reported to the Marketing Sub-Committee that all funds associated with the Marketing Plan are depleted for this year and that suggestions for the 1994 Marketing Plan be discussed prior to staff preparing the 1994 Plan.

2.2 Airport Observation Area

Staff advised the Committee that permanent signs for the observation area have been ordered.

2.3 Marketing Brochures

Staff presented the Committee with copies of the Airport Brochure.

2.4 **Flight Guide/Information Guide for Hamilton Airport**

The Committee suggested that future flight schedules should target the business traveller and be pocket sized rather than the current brochure size.

2.5 **Airport Testimonial/Toronto Blue Jays**

Staff reported on speaking to Mr. Pat Gillick of the Toronto Blue Jays and recommended that any such testimonials or affirming statements about Hamilton should be of a voluntary nature. It was also discussed that none have come forward at this time.

3. **DISCUSSION AGENDA**

3.1 **Marketing Sub-Committee 1993 Meeting Schedule**

It was agreed by the Marketing Sub-Committee that all subsequent meetings will be held in the Board Room at Hamilton Airport on the last Wednesday of each month at 8:00 a.m.

3.2 **Membership Replacement for Bernie Gillespie**

The Sub-Committee was pleased to announce the added membership of Joseph Monaco to the Marketing Sub-Committee.

3.3 **Airport Marketing Officer**

Staff introduced Sylvia Renshaw as the Airport Marketing Officer on a part time basis. Sylvia will be working in conjunction with the Airport General Manager, Airport Management Board, Marketing Sub-Committee and the Economic Development Department.

The meeting adjourned at 8:50 a.m.

_____
Chairman

_____
Secretary

2.2(g)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 April 29

REPORT TO: Chairman and Members
Hamilton-Wentworth Region Airport Management Board

FROM: Gerry W. Lawson
Treasurer and Commissioner of Finance

SUBJECT: AIRPORT ACCOUNTS RECEIVABLE OVER 90 DAYS
AS AT APRIL 29, 1993

G.W. Lawson

BACKGROUND:

Monthly, this report is submitted to the Committee for their information. The attached appendix is a listing of the larger accounts receivable which are at least 90 days overdue as of April 29, 1993.

The total accounts receivable for the Airport is $94,039.74 of which $28,634.51 has been outstanding for more than 90 days. The accounts over $100 are listed on Appendix "A" with comments as to the status of the account and action taken by the Region.

One new account was added since the previous report of March 24, 1993. None of the accounts in that report have been settled. In addition to the accounts on Appendix "A", there are 28 accounts under $100 outstanding over 90 days. These total $763.95.

APPENDIX "A"

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF FINANCE

Accounts Receivable Over 90 Days
Account: AIRPORT

Customer Number	Customer Name	Total Owed Apr 29/93	Balance on Mar 24/93 Over 90 Days	Current Balance Over 90 Days	Comments
217	Mount Hope Cartage (In Receivership)	$162.50	$162.50	$162.50	Property taxes outstanding. Payment of $415.44 received on March 9/92 from new tenant. Balance was to be paid by the Receiver of Mount Hope Cartage. Proof of Claim filed on May 19/92. Receiver indicates that no funds were available for distribution. Legal advises no further action to be taken. Account to be written off.
239	Air Charter Systems	$896.70	$896.70	$896.70	Landing fees account. Company filed proposed payment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed its Proof of Claim for amount owed in respect of Landing Fees. Receiver has indicated that they are waiting to hear from the Court before distribution of funds is available.
269	Hamilton Fire Dr Drum Corps	$2,368.20	$473.64	$947.28	Rental account. Payment to be made by May 7/93. Increased amountis rent for February 1993.
291	Pem-Air Ltd.	$7,044.51	$627.04	$2,878.47	Rental account. Customer moved from Hamilton Airport as of March 31/93. Statement of account sent to Customer as requested for settlement. Customer has indicated payment to be made in two weeks.

Customer Number	Customer Name	Total Owed Apr 29/93	Balance on Mar 24/93 Over 90 Days	Current Balance Over 90 Days	Comments
339	World Wide Air	$577.12	$577.12	$577.12	Landing fees account. Company filed Proposed Payment arrangement in Charter Court on April 24/92 to avoid Bankruptcy. Region filed Proof of Claim for the amount owed in respect of Landing Fees. Receiver is waiting to hear from Court before distribution of funds is available.
401	Metro Jet Inc.	$460.31	$460.31	$460.31	Landing fees account. Received approval from Transport Canada to write off this account. Region reviewing all accounts before write off.
416	Air Niagara Express	$960.14	$873.46	$887.31	Landing fees account. In Receivership as of Sept. 26/91. Region filed its Proof of Claim on Nov. 26/91. An undertaking outlining payment plan was received from the Trustee. Payments will be made on the 30th of April each year commencing 30th of April 1993 from profits in previous years. Increased amount is $13.85 for Landing Fee.
794	Midway Airways	$722.44	$722.44	$722.44	Landing fee account. Company went bankrupt June 1991. Proof of claim filed with Trustees in U.S.A. on Oct. 4/91. Application is pending in Court and Receiver is awaiting decision before making any distribution.

Customer Number	Customer Name	Total Owed Apr 29/93	Balance on Mar 24/93 Over 90 Days	Current Balance Over 90 Days	Comments
853	Wings International	$6,357.05	$6,357.05	$6,357.05	Rental account. Collection being pursued by Legal Department through District Court. On March 11/93, Legal had arranged for debtor's examination. Company is dormant. No assets available, awaiting for Legal report on this matter.
976	Trans-Prov Airlines	$283.46	$0	$195.63	Landing fee account. Company filed for Bankruptcy on March 25/93. Proof of Claim filed on April 14/93.
1020	Air Mark Aviation	$787.53	$770.51	$770.51	Landing fee account. Collection being pursued by telephone and fax. Account now given to the Credit Bureau's Letter Service.
1023	Air Laurentian	$15,647.20	$15,915.55	$13,015.24	Rental/landing fees account. The amount reflects the addition of $8,596.01 in charges for Rental/Landing fees less a payment of $8,864.36 received on April 14/93. Customer's proposal to pay $1,500.00 each month towards the arrears and $1,680.00 towards the current month's rent was considered by the Airport Management Board at April 8/93 meeting. The Airport decided to work with the customer and their proposed payment schedule, seeking a faster rate of payment during busier summer months. At this rate, the customer hopes to clear the debt by October 1993. The Finance Department will monitor payments.
Sub Total		$36,267.16	$27,836.32	$27,870.56	
Accounts Under 90 Days		$57,772.58	0	0	
Accounts Under $100		0	$889.49	763.95	
		$94,039.74	$28,725.81	$28,634.51	

2.2(h)

The Chamber

John Michaluk
President, 1993-94

Urgent: **April 1993**

Dear Chamber Member:

I am writing to ask that you consider increasing your use of the services available at Hamilton Airport when you or your company are planning national, international travel and air cargo usage.

Considerable effort has been made to develop Hamilton Airport in order for it to become a major contributor to the Greater Hamilton economy. Changing long established travel purchasing patterns has been a part of that process. Airlines and Air Cargo carriers operating out of our airport are a critically important ingredient in its success and the future provision of extended services to our community.

The best way to encourage improved service, more and larger planes on the routes available, and added capacity, is to utilize the available services to the maximum. The airlines operating today provide convenient connector service at competitive rates. Consider U.S. Air Express, who through Pittsburgh, can connect you to 125 different cities; North West Air Link, through Detroit, can connect you to 220 destinations world wide; and Air Laurentian, through Ottawa or Montreal, can connect you to all points east.

Hamilton Airport offers other advantages:

- *travel time to the airport is only 15 to 20 minutes from downtown Hamilton;*
- *free parking is provided for travellers;*
- *no long lineups at check in or security, or at customs when returning internationally;*
- *competitive fares.*

The expansion of services at the airport are simply dependent upon the usage creating the demand. It is on that basis that I encourage all members of the Chamber, whenever they need air services, to ask their agent for linkages through the facilities at **Hamilton International Airport**. I am certain you will be pleased. If you wish to enquire further about Airport services directly, information is available at 679-8359.

Yours truly,

HAMILTON AND DISTRICT CHAMBER
OF COMMERCE

John Michaluk,
President

USAir
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22(i)

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No. 58/93

For release
April 8, 1993

GOVERNMENT ANNOUNCES FUNDS TO BUILD NEW AIRCRAFT SERVICES HANGAR AT HAMILTON

The Honourable Shirley Martin, Minister of State for Transport and MP (Lincoln), and Geoff Scott, MP (Hamilton - Wentworth), today announced the award of a $2,285,000 contract to Ener-Save Construction of Maple, Ont., to build a hangar and carpark for Transport Canada's aircraft services unit at Hamilton Airport.

Design work for the facility has been completed, site preparation is about three-quarters complete and the new hangar/office complex should be ready for occupancy by the end of March 1994.

"This project is a result of the announcement I made in May 1989 to relocate the department's aircraft services unit to Hamilton Airport from Pearson International Airport," Mrs. Martin said. "The relocation of the unit will improve its efficiency and effectiveness."

Mr. Scott echoed the comments of Mount Hope area residents who have been involved with the airport: "It's great," Mr. Scott said. "I am confident that this new facility will provide first-class service to Transport Canada."

The aircraft services unit has 13 staff and eight aircraft used by federal civil aviation inspectors to check air navigation equipment and services, carry out proficiency flying for Transport Canada pilots and conduct regulatory inspections of air carriers.

Contact: Rosemary Sampson
Public Affairs, Toronto
(416) 224-3487

DISCUSSION AGENDA MATERIAL

3.1

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 April 29

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Canadian Airlines International - Cargo Service
(AIR 93-027)

S.L. Kincaid, Airport General Manager

BACKGROUND:

On April 20, 1993 a media release was issued by Canadian Airlines International announcing their addition of freighter aircraft to its overnight cargo service across Canada commencing June 14, 1993.

This service will use two Boeing 737s. One flight will leave Toronto at 11:30 p.m. to Winnipeg, Edmonton and Vancouver, returning in the morning to Toronto via Calgary. The second aircraft departs Calgary at 9:30 p.m. for Winnipeg and Hamilton, then returns to Calgary. Flights operate Monday through Friday. (See attached media release for further details.)

Canadian Communiqué

April 20, 1993

For release via CNW at 1300 Toronto time.

CANADIAN AIRLINES INTERNATIONAL STARTS
NEW OVERNIGHT CARGO SERVICE IN CANADA

Toronto...It's the biggest news for Canadian Air Cargo and its customers for 1993! Starting June 14, Canadian Airlines International will add dedicated freighter aircraft to its overnight cargo service across Canada. These are the first freighters in Canadian's fleet, and it means more space for cargo shippers.

The service will use two Boeing 737s that have been converted from passenger planes to all-freighter configuration. Passenger seats have been replaced with heavy duty roller flooring, allowing seven large cargo containers to be loaded onto the aircraft's main deck, in addition to the traditional loading of bulk cargo in the belly of the plane.

Each newly reconfigured plane will offer 3,300 cubic feet of cargo volume, or 15,000 kilograms of available cargo weight.

One flight will leave Toronto at 11:30 p.m. to Winnipeg, Edmonton, and Vancouver, returning in the morning to Toronto via Calgary. The second aircraft departs Calgary at 9:30 p.m. for Winnipeg and Hamilton, then returns to Calgary. Flights operate Monday through Friday.

In conjunction with Canadian's other scheduled flights, shippers will have overnight service from central Canada to Halifax and St. John's in Atlantic Canada, and westbound to Winnipeg, Regina, Saskatoon, Calgary, Edmonton, and Vancouver. The new flights increase Canadian's overnight cargo capacity to Western Canada by 25 per cent.

"Overnight service is an integral part of any cargo business in Canada," said Ted Ranson, Canadian's vice president, Cargo. "The new flights will protect our core business cargo traffic, and generate new sales potential. The flights are projected to generate over $17 million net revenue in the first full year of operation."

-more-

"The 737 freighter is the right size for this market," continued Ranson. "Its twin engine economics and seven pallet capabilities make it more cost effective to operate than older, larger freighters that have exited the market."

The two 737s were scheduled to leave the airline this spring as part of its fleet planning. However, Canadian has been paying to charter two Convair type aircraft to supplement and maintain its current cargo service levels. Business planning determined that it was more cost effective to convert the 737s to freighters, thereby adding more cargo capacity and removing the need for cargo charters.

Canadian operates 81 jets - 48 are Boeing 737s, of which two will be freighter aircraft. Both will be easy to spot at airports, sporting the "Canadian Air Cargo" livery along the upper side of the plane.

Canadian Air Cargo is an operating division of Canadian Airlines International, and together with its regional partners, carried 185 million kilos in 1992, generating $220 million revenue. The carriers provide cargo services to more than 200 destinations worldwide.

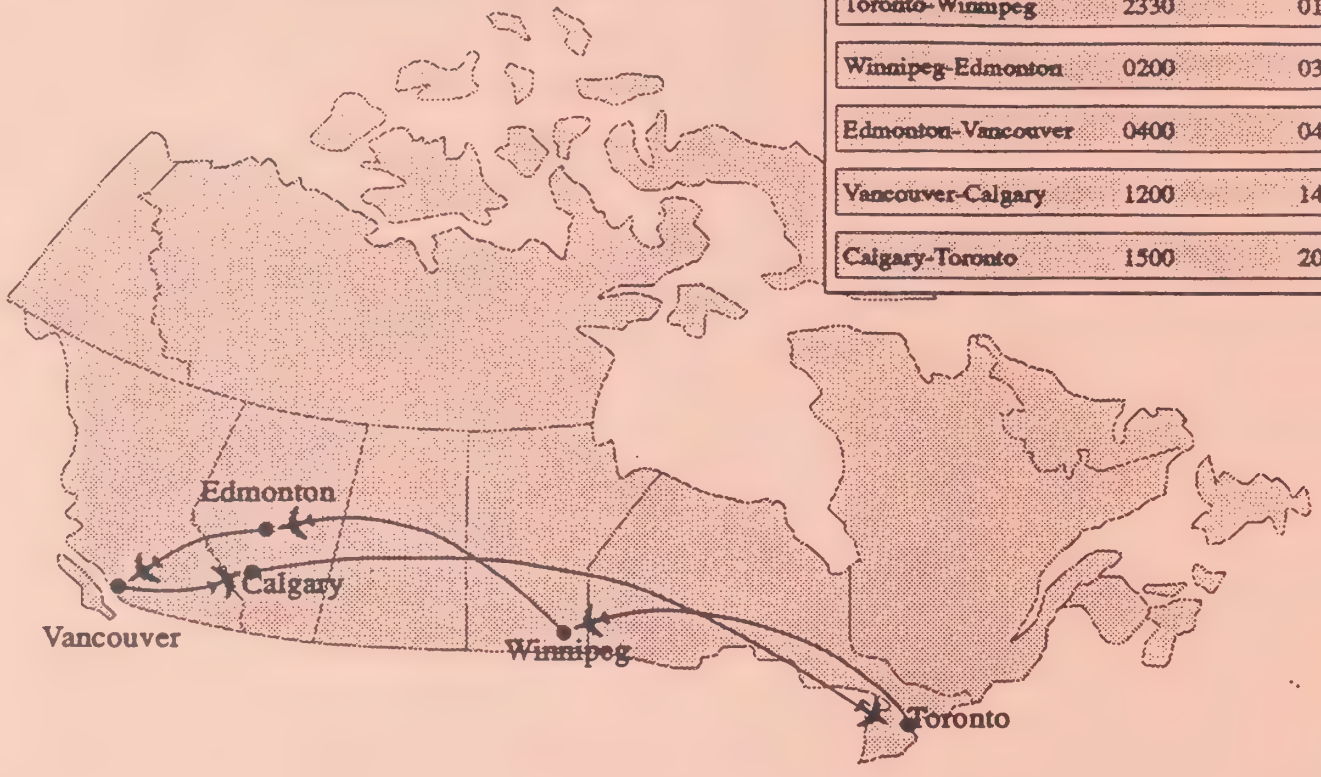
- 30 -

FOR MORE INFORMATION CONTACT:
Gerry Goodridge
News Services
Tel.: 1-800-661-4716
or (403) 294-6291

Cargo Freighter Schedule - 1993

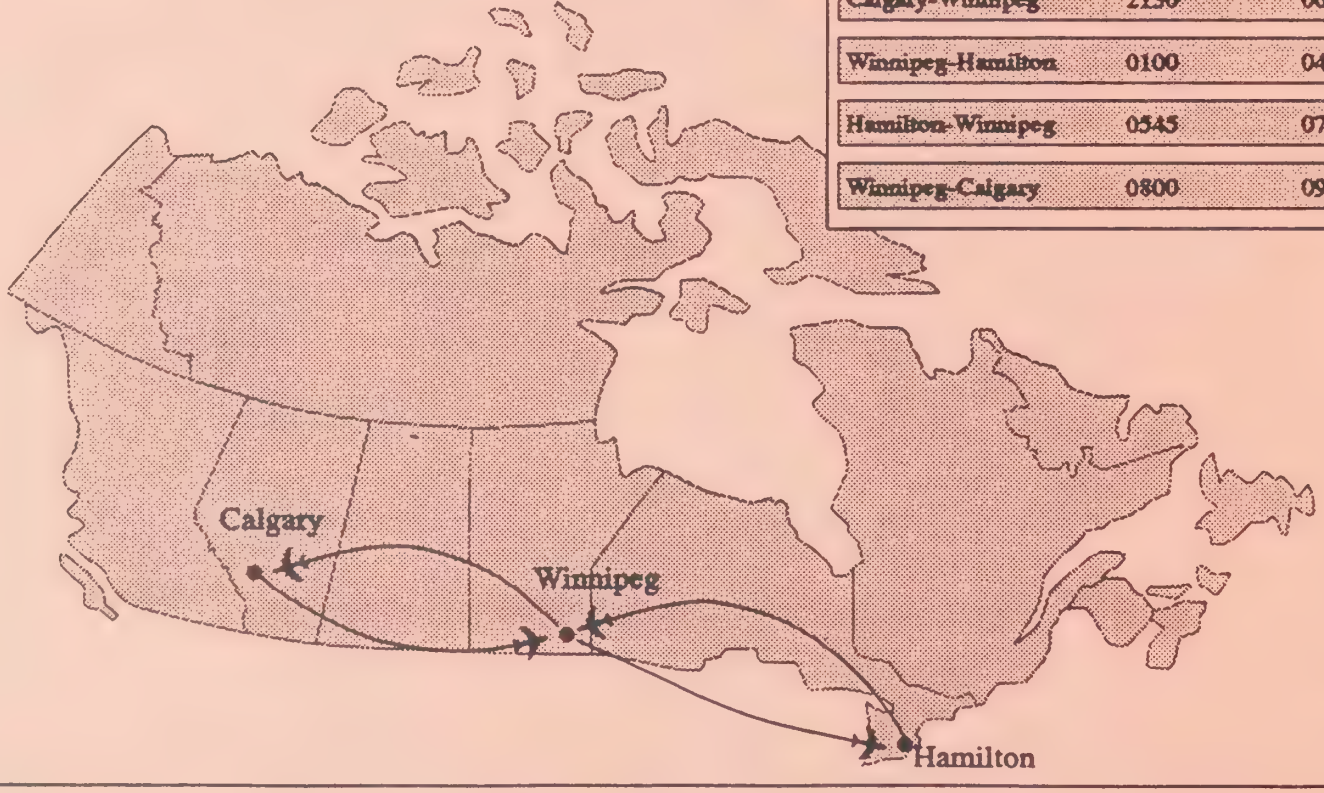
Flight Number: CP 497-Westbound Monday-Thursday
CP 496-Eastbound Tuesday-Friday

City Pairs	Departure	Arrival
Toronto-Winnipeg	2330	0115
Winnipeg-Edmonton	0200	0310
Edmonton-Vancouver	0400	0430
Vancouver-Calgary	1200	1415
Calgary-Toronto	1500	2050



Flight Number: CP 499-Westbound Tuesday-Friday
CP 498-Eastbound Monday-Thursday

City Pairs	Departure	Arrival
Calgary-Winnipeg	2130	0020
Winnipeg-Hamilton	0100	0430
Hamilton-Winnipeg	0545	0730
Winnipeg-Calgary	0800	0915



Canadian Air Cargo

Canadian
CanadianAirCargo

3.2

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 April 29
020-001

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: National Transportation Week - Aviation Luncheon - Hamilton Airport (AIR 93-024)

RECOMMENDATION:

a) That the Regional Chairman be requested to proclaim June 7 - 11, 1993 as National Transportation Week.

b) That staff be authorized and directed to hold an "Aviation Luncheon" on June 10, 1993 on behalf of National Transportation Week at the Hamilton Airport at a cost not to exceed $1,350.00 using the Airport's Local Promotion Account No. 1-56355-344101.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Hamilton Airport currently has a Local Promotion Account in which funds are used for promotional events such as the proposed "Aviation Luncheon" scheduled for June 10, 1993.

BACKGROUND:

The Airport Management Board at its Seminar/Retreat of February 13, 1993 was advised by Mr. D.J. MacLean, Regional Director General, Airports Group, Transport Canada, that National Transportation Week will be held on June 7 - 11, 1993. With this in mind, it would be the opportune time to market Hamilton Airport and its attributes during that week. It is proposed that an "Aviation Luncheon" be held on June 10, 1993 following the regularly scheduled Airport Management Board meeting.

This luncheon would familiarize various key Presidents/C.E.O.'s of large local corporations, owners/presidents of local travel agencies, key decision makers of cargo companies/airlines and various other businesses with Hamilton Airport's services and capabilities. The following is a proposed draft agenda:

HAMILTON AIRPORT
AVIATION LUNCHEON
Thursday, June 10, 1993

11:45 a.m. - 1:45 p.m.

GOAL:

To market Hamilton Airport, its services, capabilities and future opportunities to key decision makers both in the Region and the aviation field with the resultant increased use of Hamilton Airport in its entirety.

AGENDA:

8:30 a.m.	Airport Management Board Meeting
11:00 a.m.	Tour of the facility
11:45 a.m.	Networking Reception (tenant displays)
12:15 p.m.	Luncheon - Welcoming Address - Chairman R.J. Whynott
Coffee/Dessert	Hamilton Airport Presentation (Samuel L. Kincaid) - Transport Canada Hangar Facility - Highway No. 6 (New) - Runway Extension - Southern Ontario Area Aviation Study - Air Cargo - US Air Express/Northwest Airlink/Air Laurentian - Questions
1:45 p.m.	Closing Remarks - Chairman R.J. Whynott

cc: S. Renshaw, Airport Marketing Officer

3.3

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 April 30

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Airport Management Board Reporting Mechanism
(AIR93-029)

RECOMMENDATION:

a) That the reporting mechanism of the Airport Management Board be transferred from the Transportation Services Committee to the Economic Development and Planning Committee.

b) That the Chief Administrative Officer and Commissioner of Legal Services be authorized and directed to make the necessary amendments to the By-law for submission to Regional Council.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Airport Management Board has been in existence for approximately 18 months thus experience has been accumulated permitting a review of its reporting procedures to Regional Council. Council at its meeting of May 5, 1992 approved a recommendation of the Transportation Services Committee that the reporting mechanism of the Board be through the Transportation Services Committee. Further, the Chief Administrative Officer was directed to bring a report back to the Committee on the administrative reporting relationship.

Regional Council at its meeting of June 16, 1992 approved a recommendation that the Economic Development Department continue to be assigned the responsibility for implementing the Hamilton Airport Marketing Plan. Funds have been established and activities undertaken by the Economic Development Department in support of this marketing mandate. The By-law which authorizes the Airport Management Board requires the Board to undertake marketing and development activities. The Marketing Sub-Committee of the Board has Terms of Reference outlining how the Board shall meet its marketing mandate utilizing the resources of the Economic Development Department and the Airport General Manager's Office and other Regional staff.

In practical terms the marketing of the airport services and lands is a joint staff action between the Airport General Manager (APGM) and the Director of Economic Development. To assist the APGM in the day to day marketing and development activities, the Economic Development Department provides an Airport Marketing Officer dedicated to airport activities, on a part-time basis. The APGM and staff provide the necessary expert aviation advice on marketing and development activities and opportunities. The Economic Development Department provides specialist business development, real estate and advertising advice. Both the APGM and the Director of Economic Development report administratively to the Chief Administrative Officer.

To provide a more cohesive and quicker response to airport development and marketing opportunities and to ensure a consistency in such activities, it is considered to be appropriate that the reporting mechanism of the Airport Management Board be transferred from the Transportation Services Committee to the Economic Development and Planning Committee.

cc: Wm. M. Carson, Chief Administrative Officer

URBAN/MUNICIPAL
CA3 ON HW L65
H18
1993

URBAN MUNICIPAL
JUN - 1 1993
GOVERNMENT DOCUMENTS

HAMILTON REGION AIRPORT MANAGEMENT BOARD

A G E N D A

DATE: Thursday, June 10, 1993

TIME: 8:30 o'clock a.m.

PLACE: Hamilton Airport Terminal Building

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1. **GENERAL**

   a) **Declaration of Interest** re: Municipal Conflict of Interest Act

   b) **Minutes** of the May 13, 1993 meeting of the Hamilton Region Airport Management Board

2. **CONSENT AGENDA**

   2.1 **Sublease Renewal - Tilden Car Rental Inc. (AIR 93-016)**

   a) That the application of Tilden Car Rental to renew their sublease for 3.25 square meters of counter space in the Air Terminal Building, and six (6) car parking spaces located east of the Air Terminal Building, be approved, subject to the following:

      i) That the applicant enter into a one-year Supplemental Agreement to Sublease No. 141750 with the Region, in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

ii) That the rental rate for 3.25 square meters of counter space be established at $441.15 per square meter per annum, and the rental rate for six (6) car parking spaces be established at $13.45 per car per month, plus a 10% administrative/ maintenance fee, plus the 7% GST, resulting in an annual rental rate of $2,827.30, to be paid in monthly instalments of $235.60, plus realty taxes, commencing August 1, 1993, and subject to any future Transport Canada rental rate increases;

iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the supplemental agreement;

iv) That the monthly rent for the counter space be credited to Office and Shop Space Account No. 1-46007-343199, the monthly rent for car parking spaces be credited to Car Rentals - Parking Account No. 1-45019-343199, and the monthly administrative/maintenance fee be credited to Administration/ Maintenance Fee Account No. 1-45137-343199;

v) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000, naming the Region and Transport Canada as co-insureds;

vi) That a ninety-day termination clause be included in the one-year Supplemental Agreement to Sublease No. 141750 for both parties;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Supplemental Agreement to Sublease No. 14170 on behalf of the Region.

2.2 **For the Information of the Board:**

a) Latest Aviation Statistics from Transport Canada

b) Airport Accounts Receivable Over 90 Days as at May 28, 1993

c) **Minutes** of the May 26, 1993 meeting of the Marketing Sub-Committee

d) **Correspondence** dated May 14, 1993 from the Honourable Shirley Martin, Minister of State - Transport, to S. L. Kincaid, Airport General Manager, respecting "intended reductions to the subsidy program"

e) **Correspondence** dated May 17, 1993 from the Airport Tenants and Operators Committee (Hamilton) to the Honourable Gilles Pouliot, Minister of Transportation, expressing support for the proposed new Highway 6 expressway link.

f) **Press Release** from Mesaba Aviation, Inc. - "Northwest Airlink Makes First Anniversary of Service at Hamilton Airport"

3. DISCUSSION AGENDA

3.1 Pearson Expansion - Hamilton-Wentworth Position

Verbal Report.

3.2 Discussion of Consent Items

4. IN CAMERA REPORT

4.1 Legal Action (LS 93-037)

5. ADJOURNMENT

1(b)

MINUTES OF THE HAMILTON REGION AIRPORT MANAGEMENT BOARD

The Hamilton Region Airport Management Board met at 8:30 a.m. on Thursday, May 13, 1993 in the Hamilton Airport Terminal Building.

Present: Chairman (Regional Chairman) R. J. Whynott
Vice Chairman K. Gregg
Councillors D. Agostino, G. Etherington, H. Merling, R. Wade, D. Wilson; O. Boris, L. Culver, J. Monaco, J. Mongeon, J. Skelton

Also present: Councillor F. MacIntyre
Messrs. S. L. Kincaid, B. MacSween, J. Fudge, B. Zolaturiuk; Mmes. S. Renshaw, C. Biggs, J. Furlani, M. Thompson

1. GENERAL

a) **Declaration of Interest** re: Municipal Conflict of Interest Act: None

b) **Minutes** of the April 8, 1993 meeting of the Hamilton-Wentworth Region Airport Management Board

(Etherington/Skelton)
Be received and adopted as presented. **CARRIED.**

2. CONSENT AGENDA

(Wade/Mongeon)

2.1 **Canadian Corps of Commissionaires - Contract Renewal (AIR 93-023)**

a) That the Canadian Corps of Commissionaires contract be extended to supply security services at Hamilton Airport;

b) That the Airport General Manager be authorized and directed to issue a requisition for a purchase order to the Canadian Corps of Commissionaires to provide security services for Hamilton Airport for the period of April 1, 1993 to March 31, 1994, in accordance with the Supply and Services Canada National Master Standing Offer - Commissionaire Services, at a cost of approximately $185,075.52 (PST included and GST extra), to be paid in bi-weekly instalments and charged to Airport Commissionaires Account No. 1-56927-343100.

2.2 **For the Information of the Board:**

That the following items be received:

a) Airport Management Board Code of Conduct (LS 93-031)

b) Hamilton Airport - Budget Exception Report - January to March 31, 1993 (AIR 93-022)

c) First Quarter Report - Landing Fees 1992/1993 (AIR 93-025)

d) First Quarter Report - Passenger Totals 1992/1993 (AIR 93-026)

e) Regional Office Closures - Temporary Layoffs - Hamilton Airport (AIR 93-028)

f) **Minutes** of the April 27, 1993 meeting of the Marketing Sub-Committee

g) Airport Accounts Receivable Over 90 Days as at April 29, 1993

h) Correspondence from the Hamilton and District Chamber of Commerce to its membership requesting that they consider increasing usage of services available at Hamilton Airport

i) News Release from Transport Canada dated April 8, 1993 respecting "Government Announces Funds to Build New Aircraft Services Hangar at Hamilton" **CARRIED.**

3. **DISCUSSION AGENDA**

3.1 **Canadian Airlines International - Cargo Service (AIR 93-027)**

(Wade/Skelton)
That Report AIR 93-027 respecting Canadian Airlines International - Cargo Service, and the verbal report from the Airport General Manager, be received. **CARRIED.**

3.2 **National Transportation Week - Aviation Luncheon - Hamilton Airport (AIR 93-024)**

(Wilson/Wade)

a) That the Regional Chairman be requested to proclaim June 7-11, 1993 as "National Transportation Week";

b) That staff be authorized and directed to hold an "Aviation Luncheon" on June 10, 1993 on behalf of National Transportation Week at the Hamilton Airport, at a cost not to exceed $1,350, to be funded from the Airport's Local Promotion Account No. 1-56355-344101.

(Wade/Wilson)

That the date in the second line of Recommendation (b) be amended to read June 9, 1993. **Amendment CARRIED.**

Motion as amended CARRIED.

3.3 **Airport Management Board Reporting Mechanism (AIR 93-029)**

(Agostino/Monaco)

a) That the reporting mechanism of the Airport Management Board be transferred from the Transportation Services Committee to the Economic Development and Planning Committee;

b) That the Chief Administrative Officer and Commissioner of Legal Services be authorized and directed to make the necessary amendments to the By-law for submission to Regional Council.

CARRIED.

3.4 **Discussion of Consent Items**

N/A

NEW BUSINESS #1

Update on Request for Proposals on Lot C-13

(Gregg/Wade)

That the verbal update from the Airport General Manager respecting the status of Request for Proposals on Lot C-13 be received. **CARRIED.**

NEW BUSINESS #2

Correspondence from The Honourable Jean Corbeil, Minister of Transport

(Wilson/Mongeon)
That the correspondence dated May 5, 1993 from the Honourable Jean Corbeil, Minister of Transport, to the Regional Chairman, respecting various initiatives at Pearson Airport, be received. **(Attachment) CARRIED.**

NEW BUSINESS #3

Correspondence from Terry Whitehead, Special Assistant Constituency for David Christopherson, M.P.P.

(Wilson/Mongeon)
That the letter of thanks dated April 14, 1993 from Terry Whitehead, Special Assistant Constituency for David Christopherson, M.P.P., to Ken Gregg, Vice Chairman of the Airport Management Board, be received.
(Attachment) CARRIED.

On motion **(Culver/Monaco)** the Board moved In Camera. **CARRIED.**
On motion **(Wilson/Culver)** the Board reconvened in open session. **CARRIED.**

4.1 **1993 Air Show Agreement (AIR 93-012)**

(Merling/Agostino)
a) That the application of The Hamilton International Air Show Foundation (the "Applicant") to stage an air show at Hamilton Airport on June 19 and 20, 1993, (the "Air Show"), and from June 7 to 25 for setting up and dismantling the Air Show or until the Applicant leaves the premises, whichever is later, be approved, provided that:

i) The Applicant enter into an agreement with the Regional Municipality of Hamilton-Wentworth (the "Region"), in a form satisfactory to the Commissioner of Legal Services, setting forth the terms and conditions governing the Air Show covering such items as Liability Insurance, clean up, etc.;

ii) The Applicant, at all times, indemnify and save harmless the Region, Transport Canada, The Corporation of the Township of Glanbrook, the Town of Ancaster and The Corporation of the City of Hamilton from and against all actions, causes of action, charges, damages, interest, claims, costs, demands, expenses or loss which the aforementioned persons may bear, suffer or be put to by reason of any damage to or loss of property or injury or death to persons caused by or arising out of or related to the holding of the Air Show, including any postponements thereof arising out of the Agreement which indemnification shall exclude liability on the part of the members of the Board of Directors of the Applicant and the employees of the Applicant excepting liability and responsibility for directors' negligence to the extent as would be covered under:

aa) the Applicant's Airmeet Liability Insurance Policy;

bb the Applicant's Commercial General Liability Policy; and,

cc) the Applicant's directors and officers liability insurance policy, such coverage having a limit of not less than ONE MILLION DOLLARS ($1,000,000) per claim;

iii) The Applicant provide and maintain for the protection of itself, the Region, Transport Canada, The Corporation of the City of Hamilton, the Town of Ancaster and the Corporation of the Township of Glanbrook, an Airmeet Liability Insurance policy from an insurer, acceptable to the Region and licensed to do business in Ontario, naming the Regional Municipality of Hamilton-Wentworth and the other persons named in this paragraph, which shall include their employees and all volunteers involved in the Air Show, as insureds therein, to cover claims for public liability for death, personal injury, and property damage and loss, arising from the holding of the Air Show or arising from this Agreement, with coverage of not less than TWELVE MILLION DOLLARS IN CANADIAN CURRENCY ($12,000,00 Canadian) for each occurrence, with the exception of pyrotechnics liability coverage and non-owned aircraft liability coverage;

iv) Such Airmeet Liability Insurance Policy also include pyrotechnic liability coverage relating to the Air Show and any promotional events preceding the Air Show. The Applicant represents to the Region that it has coverage available under such Airmeet Liability Insurance policy for the holding of such pyrotechnic display at ONE MILLION DOLLARS IN UNITED STATES CURRENCY ($1,000,000 U.S.);

v) The Applicant provide an endorsement for non-owned aircraft liability having a limit of not less than ONE MILLION DOLLARS CANADIAN CURRENCY ($1,000,000 Canadian) for each occurrence, including passengers; and further, that the Applicant shall ensure that each such participant shall fully comply with all conditions of such endorsement;

vi) The Applicant also provide and maintain, at its own expense, a Commercial General Liability insurance policy in an amount of not less than THREE MILLION DOLLARS IN CANADIAN CURRENCY ($3,000,000 Canadian) in order to supplement the aforementioned Airmeet Liability Insurance policy, in particular, for activities relating to (but not limited to) non-owned automobile liability coverage, parking and sale of food, beverages and souvenirs. Such policy shall specifically include products liability coverage;

vii) The Applicant be responsible for all costs and expenses of any kind whatsoever related to the Air Show and its compliance with this Agreement excepting such amounts provided by the Region as grants with respect to Police traffic costs, H.S.R. subsidy for shuttle-link and dumping fees provided same are approved by Regional Council;

viii) The Applicant agrees not to do or omit to do anything that might breach the terms or conditions of the insurance policies referred to above;

ix) The Applicant be required to give the Airport General Manager at least ten days' notice for any advance promotional events, provided that no such event can be held unless the Applicant has the prior written approval of the Airport General Manager and unless the Applicant has provided the Airport General Manager satisfactory proof that the proper insurance for the event is in place;

x) The Applicant provide the Airport General Manager with proof of such insurance policies in the form of a Certificate of Insurance no later than the 1st day of June, 1993, for approval;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the agreement on behalf of the Region, in a form satisfactory to the Commissioner of Legal Services. **CARRIED.**

On motion **(Boris/Monaco)** the Committee adjourned at 10:25 a.m. **CARRIED.**

_____
Chairman

_____
Secretary

RECEIVED MAY 5 1993

Airport Management Board - May 13/93
New Business Item #2

Ministre des Transports

CANADA

Minister of Transport

MAY - 5 1993
MAI

Mr. Reg Whynott
Chairperson of the GTA
Hamilton-Wentworth Region
119 King Street, West
P.O. Box 910
Hamilton, Ontario
L8N 3V9

Dear Mr. Whynott:

As Lester B. Pearson International Airport is vital to the economic prosperity of the Greater Toronto Area and Southern Ontario, I wish to keep you informed of various initiatives that I am announcing today.

First, the construction process will begin immediately on the north/south runway, with work on the two east/west runways to be undertaken when traffic volume warrants. An early start to this project is essential to improve runway efficiency and reduce costly delays for airlines. You may rest assured that no impact on air traffic patterns is expected during the construction.

In addition, formal negotiations are underway with Paxport for the redevelopment of Terminals 1 and 2. I am hopeful that work on this project will begin this summer.

You will agree with me that both projects are indeed good news as they are expected to create important direct and indirect employment for the Greater Metropolitan Toronto area during the present fiscal year.

.../2

As stated in the attached press release, Transport Canada is proceeding with these initiatives in tandem to ensure that the future demands will be met and that the delays of the 1980s will never recur. Furthermore, we are committed to our policy that airports be managed with new approaches that emphasize economic development and responsiveness to local interests and concerns such as those of the community you represent.

I hope that this information will be useful to you. Please be assured that I will communicate with you again as further developments occur.

Sincerely,

Jean Corbeil

Attachment

No. 71/93 For release
May 5, 1993

CONSTRUCTION START FOR NEW NORTH/SOUTH RUNWAY AT PEARSON

OTTAWA -- Transport Minister Jean Corbeil today announced the Government is preparing a request for proposal for the design, financing and construction of three additional runways at Pearson International Airport. Construction will begin immediately on the north/south runway, with work on the two east/west runways to be undertaken when traffic volume warrants.

The RFP will also include specific terms and conditions for the operation and maintenance of the existing and new runways.

The Minister also announced up to $30 million in federal funding has been approved to advance the start of construction on the north/south runway while the request for proposal is being developed. The money will be paid back by the successful private-sector bidder before the end of this fiscal year to ensure there is no impact on the government's deficit.

The first of several tender calls for advancing construction of the north/south runway will be issued later this week, with others following during the next three to four months. An early start to this project is essential to improve runway efficiency and reduce costly delays for airlines. There will be no impact on air traffic patterns this summer.

When all the contracts are in place later this fall, it will result in the creation of 1400 direct and indirect jobs in the Greater Metropolitan Toronto area during the present fiscal year.

Current estimates show the north/south runway will cost approximately $140 million, with a total project cost of $430 million. Up to 6,000 direct jobs will be created during the expansion projects.

The Minister of Transport noted that the runway initiative would complement the previously announced intent to redevelop Terminals 1 and 2.

"Formal negotiations based on the proposal submitted by Paxport are currently under way," Mr. Corbeil said.

.../2

Noting that Paxport had joined forces with the owner of Terminal 3, Claridge, which had submitted the other acceptable bid for the redevelopment of Terminals 1 and 2, the Minister added that the presence of the partnership not only offered greater financial strength but also would simplify management of the terminal complex at Pearson.

"I am pleased that the partners have found a way to make an early start on redevelopment that recognizes the current economic situation of the airlines. I very much hope negotiations can be completed in a matter of weeks so that work can begin and jobs be created this summer," the Minister added.

"This airport is vital to the economic prosperity of southern Ontario and Canada as a whole," Mr. Corbeil said. "We are proceeding with these initiatives in tandem to ensure that future demands will be met and that the delays of the 1980s will never recur.

Contacts: Patrice Miron
Minister's Office, Ottawa
(613) 991-0700

Transport Canada
Public Affairs
(613) 990-6055

Queen's Park Office
175 Bloor Street East
Suite 400, North Tower
Toronto, Ontario
M4W 3R8
Phone: (416) 326-5075
Fax: (416) 326-5085

Ontario

Constituency Office
346 Main Street East
Hamilton, Ontario
L8N 1J1
Phone: (416) 529-1277
Fax: (416) 529-1280

LEGISLATIVE ASSEMBLY
ASSEMBLÉE LÉGISLATIVE

David Christopherson, MPP
Hamilton Centre

April 14, 1993

Mr. Ken Gregg, Vice Chairman
Airport Management Board
Hamilton Airport
P.O. Box 69
Mount Hope, Ontario
L0R 1WO

Dear Mr. Gregg:

On behalf of the Hamilton Wentworth Members of Parliment, I would like to take this opportunity to thank you for your presentation on our agenda day April 2, 1993.

Should you require any further assistance, please do not hesitate to contact me at 416-326-5075.

Sincerely,

Terry Whitehead

Terry Whitehead,
Special Assistant Constituency
For David Christopherson, MPP
Hamilton Centre

mm/TW

This paper is made from 100% recycled post consumer waste, non-bleached.

CONSENT AGENDA MATERIAL

2.1

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 May 27
RET 100-20.2

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Sublease Renewal - Tilden Car Rental Inc. (AIR 93-016)

RECOMMENDATION:

a) That the application of Tilden Car Rental to renew their sublease for 3.25 square meters of counter space in the Air Terminal Building, and six (6) car parking spaces located east of the Air Terminal Building, be approved, subject to the following:

i) That the applicant enter into a one-year Supplemental Agreement to Sublease No. 141750 with the Region, in a form satisfactory to the Commissioner of Legal Services and Transport Canada.

ii) That the rental rate for 3.25 square meters of counter space be established at $441.15 per square meter per annum, and the rental rate for six (6) car parking spaces be established at $13.45 per car per month, plus a 10% administrative/maintenance fee, plus the 7% G.S.T. resulting in an annual rental rate of $2,827.30 to be paid in monthly instalments of $235.60, plus realty taxes, commencing August 1, 1993 and subject to any future Transport Canada rental rate increases;

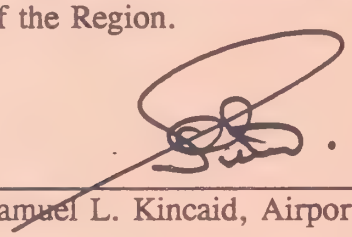
iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the supplemental agreement;

iv) That the monthly rent for the counter space be credited to Office and Shop Space Account No. 1-46007-343199, the monthly rent for car parking spaces be credited to Car Rentals - Parking Account No. 1-45019-343199, and the monthly administrative/maintenance fee be credited to the Administration/Maintenance Fee Account No. 1-45137-343199;

v) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000.00 naming the Region and Transport Canada as co-insureds;

vi) That a ninety-day termination clause be included in the one-year Supplemental Agreement to Sublease No. 141750 for both parties;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Supplemental Agreement to Sublease No. 14170 on behalf of the Region.



Samuel L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

We have been advised by our Finance Department that Tilden Car Rental Inc. consistently paid their rent promptly and correctly.

Insurance for Tilden Car Rental is currently in place until April 1, 1994 and is proved to be satisfactory by the Supervisor of Insurance in our Regional Finance Department.

BACKGROUND:

We are in receipt of a letter from Mr. W. Bruce Tilden, Vice President, Corporate & Business Department, Tilden Car Rental Inc., requesting the renewal of their current sublease at Hamilton Airport.

cc: J. Fudge, Legal Services
B. McMullen, Finance Department
B. Zolaturiuk, Insurance - Finance Department

2.2(a)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 May 27
120-001

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Latest Aviation Statistics from Transport Canada
AIR 93-030



S.L. Kincaid, Airport General Manager

BACKGROUND:

The enclosed extracts from Transport Canada Ontario Region Airport/Aviation Activity Statistics - April 1993 give an indication of trends at Hamilton Airport.

EXHIBIT 9

SUMMARY OF REVENUE PASSENGERS AND CARGO FOR ONTARIO REGION

	E/D PASSENGERS (MAJOR + OTHER CARRIERS + CHARTER) (000's)							E/D CARGO (MAJOR CARRIER + CHARTER) (000's Kg)						
	1986	1987	1988	1989	1990	1991 (Prel.)	1992 (Est.)	1986	1987	1988	1989	1990	1991 (Prel.)	1992 (Est.)
BUTTONVILLE	0.0	0.0	0.0	28.5	72.7	80.3	61.0	N/A	N/A	N/A	N/A	N/A	0.7	N/A
HAMILTON	31.3	18.6	96.8	149.3	112.3	68.3	55.0	16.3	1207.9	262.0	5,924.6	8,696.4	7,574.8	N/A
LONDON	258.2	284.2	255.6	241.1	232.1	234.4	268.0	123.8	84.3	125.0	216.5	129.5	93.6	N/A
NORTH BAY	94.6	103.7	104.4	99.6	97.8	89.6	85.0	186.8	103.7	111.5	47.5	3.3	0.7	N/A
OSHAWA	21.2	35.9	39.6	37.9	32.5	23.7	15.0	83.6	636.4	0.0	265.3	285.2	260.5	N/A
OTTAWA	2,262.5	2,443.3	2,711.4	2,636.1	2,697.8	2,420.3	2,565.0	5,803.2	8,965.5	6,223.1	8,217.3	8,478.2	7,198.9	6,962.0
P.I.A.	17,121.7	18,331.2	20,267.4	20,263.8	20,423.8	18,489.4	19,000.0	216,713.3	241,525.1	277,124.6	312,458.4	327,232.8	311,637.6	300,120.9
SAULT STE. MARIE	231.0	227.2	245.4	199.2	195.6	171.0	169.4	145.2	114.7	90.2	23.7	0.0	0.0	N/A
SUDBURY	210.1	211.1	236.4	220.2	229.6	220.8	208.0	169.7	177.5	171.0	125.8	9.6	1.3	N/A
TIMMINS	176.9	178.7	191.6	184.5	180.0	166.2	N/A	125.6	139.1	147.5	122.8	7.6	0.0	N/A
TORONTO ISLAND	322.0	399.6	336.0	283.5	270.6	144.3	155.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
WINDSOR	271.6	277.6	283.1	230.7	188.1	154.1	155.0	437.2	368.1	308.4	197.2	147.6	97.6	128.0
TOTAL ABOVE AIRPORTS	21,001.1	22,511.1	24,767.7	24,545.9	24,660.2	22,182.1	22,835.0	223,804.7	253,322.3	284,563.3	327,599.1	344,990.2	326,865.0	314,754.0
TOTAL ONT. REGION AIRPORTS	21,266.1	22,815.2	25,016.6	24,823.2	24,994.6	22,499.0	23,200.0	224,214.3	253,364.4	284,571.0	327,652.2	345,127.8	327,159.3	315,100.0
ABOVE AIRPORTS AS % OF ONT. REGION AIRPORTS	98.8%	98.7%	99.0%	98.9%	98.7%	98.6%	98.4%	99.8%	100.0%	100.0%	100.0%	100.0%	99.9%	99.9%

SOURCES : 1986 - 1991 ARE ASC STATISTICS

1992 PASSENGER ESTIMATES ARE BASED ON 12 MONTHS DATA

1992 CARGO ESTIMATES ARE BASED ON 9 MONTHS DATA (TOP 30 AIRPORTS STATISTICS)

EXHIBIT 10

ONTARIO REGION

ANNUAL AIRCRAFT MOVEMENTS AT TOWERED AIRPORTS, BY SITE

	TOTAL (000's)							ITINERANT (000's)							LOCAL (000's)						
	1986	1987	1988	1989	1990	1991	1992 (Est)	1986	1987	1988	1989	1990	1991	1992 (Est)	1986	1987	1988	1989	1990	1991	1992 (Est)
BUTTONVILLE	150.1	161.1	175.6	195.9	218.8	183.0	142.0	63.2	67.5	70.3	82.9	91.2	76.0	64.0	87.0	93.6	105.3	113.1	127.6	87.0	78.0
HAMILTON	111.4	135.6	140.6	126.4	124.7	114.0	102.0	38.0	41.7	48.9	51.4	52.3	48.0	43.0	73.4	93.9	91.6	75.0	72.5	66.0	59.0
P.I.A	301.4	314.4	347.7	348.4	353.8	322.0	328.0	298.0	313.8	347.5	348.3	353.8	322.0	328.0	3.4	0.6	0.1	0.1	0.0	0.0	0.0
LONDON	101.5	115.9	118.6	117.6	116.8	108.0	103.0	50.1	61.1	65.6	65.0	64.3	59.0	58.0	51.4	54.8	53.0	52.6	52.5	49.0	45.0
NORTH BAY	85.0	83.9	84.5	105.7	98.2	106.0	83.0	33.4	36.7	38.7	35.6	35.0	34.0	32.0	51.6	47.3	45.9	70.1	63.2	72.0	51.0
OSHAWA	87.6	93.3	96.1	97.9	96.5	82.0	82.0	38.0	40.2	40.4	37.6	38.1	37.0	37.0	49.6	53.1	55.7	60.3	58.4	45.0	45.0
OTTAWA	161.1	162.8	176.9	187.9	184.7	164.0	159.0	109.6	115.3	127.1	133.3	136.7	129.0	125.0	51.5	47.6	49.8	54.6	47.9	35.0	34.0
SAULT STE. MARIE	51.4	56.0	63.9	62.8	55.1	68.0	81.0	25.7	27.9	31.6	31.2	29.5	32.0	38.0	25.7	28.1	32.3	31.6	25.6	36.0	43.0
SUDBURY	54.0	92.9	86.7	92.2	88.8	108.0	96.0	28.0	37.1	47.3	51.6	49.7	55.0	51.0	26.0	55.8	39.4	40.6	39.1	53.0	45.0
TORONTO ISLAND	182.3	198.1	161.8	99.4	124.0	117.0	101.0	82.0	93.7	73.7	51.2	62.9	61.0	56.0	100.3	104.4	88.1	48.2	61.1	56.0	45.0
WATERLOO-GUELPH	77.0	89.4	76.9	93.2	102.6	89.0	85.0	26.9	31.4	30.5	37.7	53.8	50.0	47.0	50.1	58.0	46.4	55.5	48.8	39.0	38.0
WINDSOR	68.5	65.9	73.8	75.6	69.0	74.0	71.0	31.3	33.3	39.5	40.6	35.3	33.0	32.0	37.2	32.6	34.3	35.0	33.7	41.0	39.0
TOTAL TOWERED AIRPORTS	1,431.1	1,569.2	1,603.1	1,602.9	1,633.0	1,515.0	1,433.0	824.2	919.6	961.2	966.3	1002.6	936.0	911.0	606.9	669.6	641.9	636.6	630.4	579.0	522.0
TOTAL ONTARIO REGION AIRPORTS*	1,885.8	1,982.5	2,032.4	2,062.1	2,110.9	1,965.0	1860.0	996.4	1078.9	1147.1	1160.2	1193.9	1119.1	1090.0	889.4	903.6	885.3	901.9	917.0	845.9	770.0
TOWERED AIRPORTS AS % OF TOTAL	75.9%	79.2%	78.9%	77.7%	77.4%	77.1%	77.0%	82.7%	85.2%	83.8%	83.3%	84.0%	83.6%	83.6%	68.2%	74.1%	72.5%	70.6%	68.7%	68.4%	67.8%

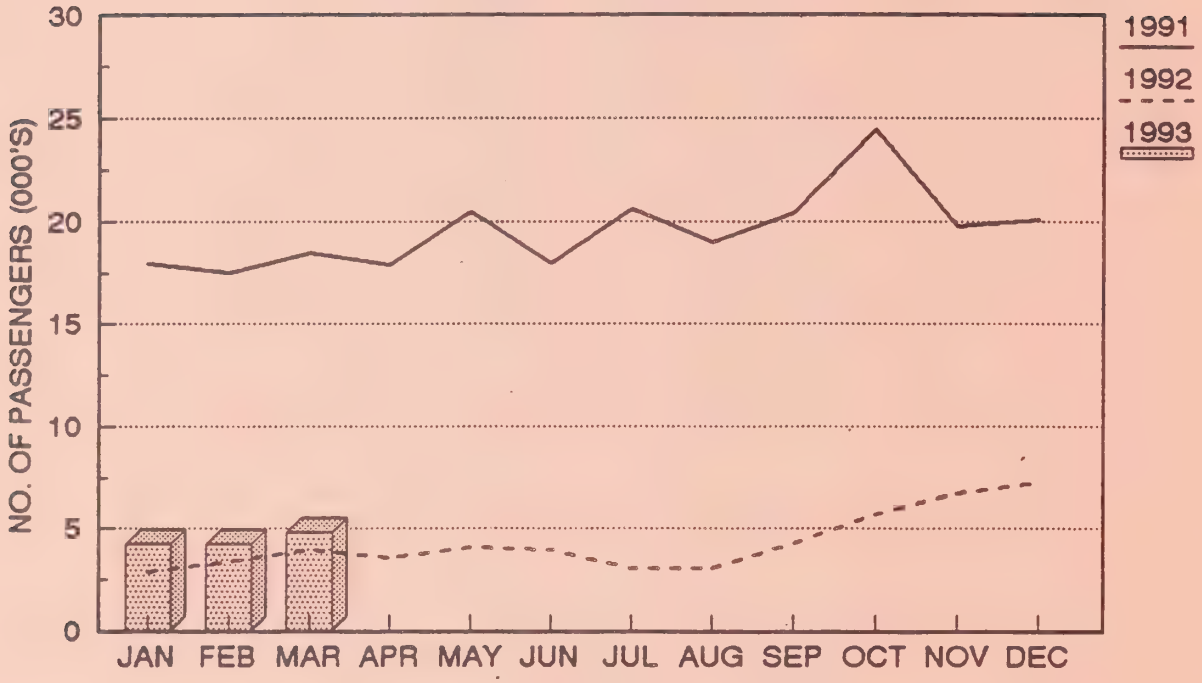
Note : 1992 estimates are based on 12 months data

* Airports reporting to ASC

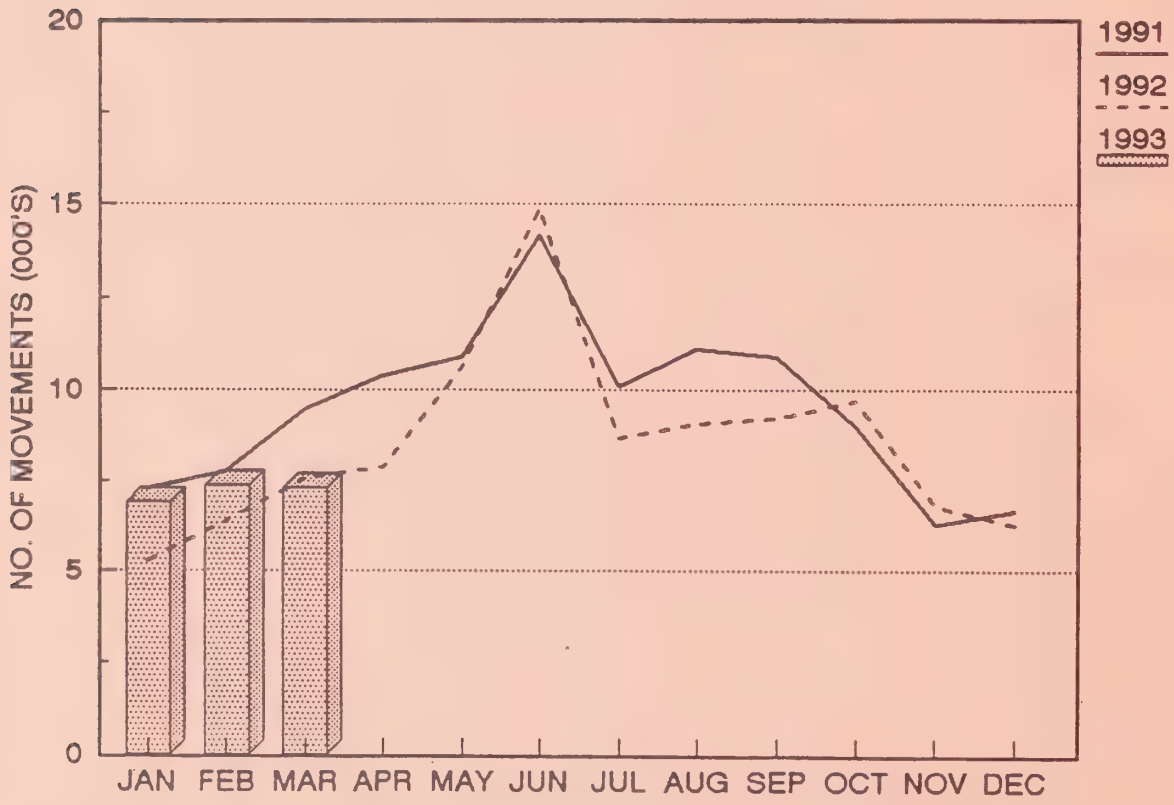
EXHIBIT 19

HAMILTON AIRPORT

TOTAL E/D PASSENGERS



TOTAL AIRCRAFT MOVEMENTS



2.2(b)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 May 28

REPORT TO: Chairman and Members
Hamilton-Wentworth Region Airport Management Board

FROM: Gerry W. Lawson
Treasurer and Commissioner of Finance

SUBJECT: AIRPORT ACCOUNTS RECEIVABLE OVER 90 DAYS
AS AT MAY 28, 1993

G.W. Lawson

BACKGROUND:

Monthly, this report is submitted to the Committee for their information. The attached appendix is a listing of the larger accounts receivable which are at least 90 days overdue as of May 28, 1993.

The total accounts receivable for the Airport is $102,291.17 of which $43,037.53 has been outstanding for more than 90 days. The accounts over $100 are listed on Appendix "A" with comments as to the status of the account and action taken by the Region.

Three new accounts were added since the previous report of April 29, 1993. None of the accounts in that report have been settled. In addition to the accounts on Appendix "A", there are 35 accounts under $100 outstanding over 90 days. These total $775.85.

APPENDIX "A"

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF FINANCE

Accounts Receivable Over 90 Days
Account: AIRPORT

Customer Number	Customer Name	Total Owed May 25/93	Balance on Apr 29/93 Over 90 Days	Current Balance Over 90 Days	Comments
217	Mount Hope Cartage (In Receivership)	$162.50	$162.50	$162.50	Property taxes outstanding. Payment of $415.44 received on March 9/92 from new tenant. Balance was to be paid by the Receiver of Mount Hope Cartage. Proof of Claim filed on May 19/92. Receiver indicates that no funds were available for distribution. Account to be written off with other Regional accounts.
239	Air Charter Systems	$896.70	$896.70	$896.70	Landing fees account. Company filed proposed payment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed its Proof of Claim for amount owed. Receiver has indicated that they are waiting to hear from the Court before distribution of funds is available to Creditors.
269	Hamilton Fire Drum Corps	$531.29	$947.28	$39.59	Rental account. Payment received on May 18/93, leaving a balance owing for water charges.
280	U.P.S.	$23,727.51	$0	$12,238.69	Landing fee account. Dispute over January amount is being verified by Airport Staff.
287	Esso	$916.29	$0	$188.78	Rental account. Collection being pursued.

Customer Number	Customer Name	Total Owed May 25/93	Balance on Apr 29/93 Over 90 Days	Current Balance Over 90 Days	Comments
291	Pem-Air Ltd.	$8,763.25	$2,878.47	$4,509.91	Rental/Landing Fees account. March landing fees of $858.69 billed in late April. Adjustment for May & June rent, incorrectly charged, being processed. Due to cash flow problem, customer is unable to clear account in full as indicated on the last Report. Half of the amount owing will be paid by June 15/93 with the balance as soon as possible. Finance will monitor payments.
339	World Wide Air	$577.12	$577.12	$577.12	Landing fees account. Company filed Proposed Payment arrangement in Charter Court on Dec 12/91 to avoid Bankruptcy. Region filed Proof of Claim on April 24/92. Receiver is waiting to hear from Court before distribution of funds is available to Creditors.
401	Metro Jet Inc.	$460.31	$460.31	$460.31	Landing fees account. Received approval from Transport Canada to write off this account. Account to be written off with other Regional accounts.
416	Air Niagara Express	$960.14	$887.31	$887.31	Landing fees account. In Receivership as of Sept. 26/91. Region filed its Proof of Claim on Nov. 26/91. An undertaking outlining payment plan was received from the Trustee. Payments to be made on the 30th of April each year commencing April 30, 1993, from the profits of the Company. Once the Promissory Note to the secured Creditors is paid in full, then all unsecured Creditors will be paid.

Customer Number	Customer Name	Total Owed May 25/93	Balance on Apr 29/93 Over 90 Days	Current Balance Over 90 Days	Comments
794	Midway Airways	$722.44	$722.44	$722.44	Landing fee account. Company went bankrupt June 1991. Proof of claim filed with Trustees in U.S.A. on Oct. 4/91. Application is pending in Court and Receiver is awaiting decision from the Court before releasing funds available for distribution.
853	Wings International	$6,357.05	$6,357.05	$6,357.05	Rental account. Collection being pursued by Legal Department through District Court. On March 11/93, Legal had arranged for debtor's examination. Company is dormant. No assets available. Legal is awaiting documentation from one of the shareholders, Mr. Cook, before reporting to us.
976	Trans-Prov Airlines	$434.13	$195.63	$200.63	Landing fee account. Company filed for Bankruptcy on March 25/93. Proof of Claim filed on April 14/93.
1020	Air Mark Aviation	$792.67	$770.51	$776.45	Landing fee account. Collection being pursued by telephone and fax. Customer has indicated settlement sometime in June.
1023	Air Laurentian	$19,762.91	$13,015.24	$14,064.26	Rental/landing fees account. Customer's proposal to pay $1,500.00 each month towards the arrears and $1,680.00 towards the current month's rent was considered by the Airport Management Board at April 8/93 meeting. The Airport decided to work with the customer and their proposed payment schedule, seeking a faster rate of payment during busier summer months. At this rate, the customer hopes to clear the debt by October 1993. A payment was made April 14/93 for $8,864.36. May's payment being cheque #17959 for $4,118.99, issued and mailed on May 27/93.

Customer Number	Customer Name	Total Owed May 25/93	Balance on Apr 29/93 Over 90 Days	Current Balance Over 90 Days	Comments
1078	A.R. Leasing Inc.	$296.32	$0	$179.94	Landing fee account. Collection being pursued.
Sub Total		$65,360.63	$27,870.56	$42,261.68	
Accounts Under 90 Days		$36,930.54	0	0	
Accounts Under $100		0	$763.95	$775.85	
		$102,291.17	$28,634.51	$43,037.53	

2.2(c)

MINUTES OF THE HAMILTON REGION AIRPORT MANAGEMENT BOARD MARKETING SUB-COMMITTEE

The Hamilton Region Airport Management Board Marketing Sub-Committee met at 8:00 a.m. on Wednesday, May 26th, 1993 at the Hamilton Airport Board Room located in the terminal building.

Present:	Chairman K. Gregg L. Culver J. Mongeon
Absent with regrets:	D. Agostino J. Monaco
Also Present:	Messrs. S. Kincaid, J. Skelton Mmes. S. Renshaw, M. Thompson

1. GENERAL

a) **Minutes** of the November 25th, 1992 meeting of the Hamilton Region Airport Management Board Marketing Sub-Committee.

b) **Minutes** of the April 27, 1993 meeting of the Hamilton Region Airport Management Board Marketing Sub-Committee.

(Mongeon/Culver)
Be received and adopted as presented. **CARRIED.**

2. BUSINESS ARISING OUT OF THE MINUTES

2.1 1993 Marketing Plan and Budget

Staff advised the Marketing Sub-Committee that 100% of all budgeted monies were committed. The Marketing Sub-Committee requested that staff prepare a written report to be presented at the next Marketing Sub-Committee meeting summarizing the allocation of funds pertaining to Airport Marketing Campaign and its effectiveness.

3. DISCUSSION AGENDA

3.1 Airport Brochure/Flight Guide

The Marketing Sub-Committee requested that staff prepare a mock-up airport brochure/flight guide for the next meeting.

3.2 **Hamilton Airport Aviation Luncheon, Wednesday, June 9, 1993**

Staff reported that all expenditures have been approved by the Transportation Services Committee for this luncheon.

3.3 **Economic Development Department Business Appreciation Day, June 16, 1993**

Staff reported that the Airport's only involvement is with the airlines donating prizes in return for free advertising.

3.4 **Airport Open House (Travel Agents)**

Staff suggested that the key to any successful future open house depends greatly upon the local travel agents selling Hamilton and that perhaps an incentive program for these travel agents be discussed with the airlines.

3.5 **Direct Marketing**

The Chairman reported that airport posters have been seen in the windows of various travel agencies in the City.

3.6 **Other no-cost initiatives**

Staff suggested that focus be given to the 1994 Budget Preparation for the next meeting.

4. **NEW BUSINESS**

4.1 **Hamilton Airshow Promotion**

Staff reported that the Airshow is proceeding as planned.

4.2 The Chairman appointed Mr. Jim Skelton as a new member of the Hamilton Region Airport Management Board Marketing Sub-Committee.

The meeting adjourned at 9:00 a.m.

_____
Chairman

_____
Secretary

Minister of State
Transport

CANADA

Ministre d'État
Transports

22(d)

FILE NO. 05200-1

LETTER NO.

MAY 20 1993

APM ✓		REF. TO
ADMIN.		
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ERS		ANS. BY
SECURITY		FILED BY

MAY 14 1993
MAI

Mr. S.L. Kincaid
Airport General Manager
Hamilton Airport
Mount Hope, Ontario
L0R 1W0

Dear Sam Kincaid:

Thank you for your letter of February 12, 1993, with which you enclosed correspondence from the Hamilton Region Airport Management Board, concerning a number of issues affecting the Hamilton Airport.

I have noted your concerns and those of the Hamilton Region Airport Management Board with respect to the intended reductions to the subsidy program. Unfortunately, due to current fiscal restraint, many long-established government programs, including the Grants and Contribution Program, have had to been reduced.

My regional officials in Toronto inform me that they are working with you to establish the Operation and Maintenance Subsidy levels for 1993 for the Hamilton Airport. Your cooperation and assistance in this process is appreciated. In particular, I commend your recent efforts to attract new business to increase revenue, thereby decreasing the need for subsidies.

I am pleased to hear of the support you have obtained from the local radio stations in broadcasting arrival and departure information for the air carriers operating at the Hamilton Airport. This type of initiative is important for the long-term success of the airport.

Finally, I understand that my regional officials have provided you with a copy of Transport Canada's vesting policy on privately-owned buildings on federal airport lands. I trust that this information is helpful.

Again, thank you for writing.

Yours sincerely,

Shirley

Shirley Martin

Ottawa, Canada K1A 0N5

2.2(e)

AIRPORT TENANTS & OPERATORS COMMITTEE
(HAMILTON)

c/o Box 207, Mount Hope, Ontario L0R 1W0

Chairperson: P. Aicken (416) 679-8118
Treasurer: Ms. Marsh (416) 679-3558
Secretary: J. Furlani (416) 679-4151

May 17, 1993

The Honourable Gilles Pouliot
Minister of Transportation
3rd Floor Ferguson Block
77 Wellesley Street West
Toronto, Ontario M7A 1Z8

The Hamilton Airport Tenants and Operators Committee (A.T.O.C.) is writing to express our active interest and support in the proposed new Highway 6 expressway link.

A.T.O.C. along with Airport Management, Elected Officials and the Regional Economic Development Department, have been actively promoting our airport to the public and the airlines. We are constantly confronted with the same comment, "when will a proper highway be built to link the airport to the 403?"

United Parcel Service and Federal Express presently transfer air shipments arriving in Hamilton to ground transportation destined for points east on the 403. Canadian Airlines International recently announced plans to utilize Hamilton for freight shipments which will be trucked to Toronto. Air Canada is also looking at Hamilton for a similar use.

At present, all of these trucks are travelling a rural road (Fiddler's Green) under special authority by the Region. Since this road services a rural area and is only two lanes, it is not uncommon to see a convoy of cars and trucks crawling along behind a farm tractor towing a piece of farm equipment and unable to pass safely.

Since this expressway has been proposed and subsequently approved, the above situation has obviously been identified and action is being taken. However, our committee's concern is when, as we believe "time is of the essence". This expressway is required to satisfy a presently growing need as well as future requirements. With the memory of the "Red Hill Creek Expressway" fresh in our minds, you may understand our concern.

The Hamilton Airport Tenants and Operators Committee, representing approximately three hundred and fifty employees actively urge you to begin construction on this Highway link as soon as possible. A response to this letter with an update on a construction timetable would be appreciated.

Yours very truly
A. T. O. C.

Wm. R. Marsh

William R. Marsh
Treasurer

cc: Hamilton Airport Management Board

Press Release

2.2(f)

Mesaba Aviation, Inc.
7501 26th Avenue South
Minneapolis, MN 55450
612/726-5151

FOR IMMEDIATE RELEASE:

Mesaba

Contact: Jeffrey B. Jones
Director-Marketing Planning
Telephone: (612) 726-5151 x352
Facsimile: (612) 725-4901

An AirTran Company
Operating as Northwest Airlink

NORTHWEST AIRLINK MARKS FIRST ANNIVERSARY OF SERVICE AT HAMILTON AIRPORT

Minneapolis/St. Paul, MN - May 18, 1993 - On May 19, it will have been one year since Northwest Airlink, operated by Mesaba Aviation, began flying scheduled service to Hamilton. Company officials have stated that ridership has been below expectations, but that there are signs which indicate a brighter future.

The airline operates three daily flights to Detroit Metropolitan Airport from Hamilton Airport at Mt. Hope. At Detroit, the Northwest Airlink flights are timed to make quick connections with Northwest flights to more than 200 destinations throughout North America and overseas. Detroit is Northwest's largest hub airport.

"It is clear that any airline serving Hamilton needs to prove that it is here to stay and that it can provide reliable service to the traveling public," said Carolyn Jameson, Mesaba's Station Manager at Hamilton. "It is great to see repeat customers who tell us how much they appreciate the convenience of the Detroit connection directly from Hamilton."

Mesaba desires to increase the number of flights between Hamilton and Detroit and upgrade the aircraft flown on the route to its 37-passenger de Havilland Dash-8, but says it needs to see greater evidence of sustained passenger demand.

"I think it is simply a matter of teaching people to use the local airport," said Jeffrey B. Jones, Mesaba's Director of Market Planning. "We are very pleased with the efforts being made locally by the Hamilton Economic Development Department to promote the airport. Now we need to teach the rest of the world about the YHM (the code for Hamilton Airport)."

Post-it™ brand fax transmittal memo 7671 | # of pages ▸ 1

To Econ. Dev. Dept.	From
Co.	Co. Mesaba
Dept.	Phone #
Fax # 416-546-4107	Fax # 612-725-4901

Mr. Jones stated that there is a large base of possible inbound and outbound users of Hamilton Airport, but they have been trained to think only of Buffalo or Toronto as airports for the Hamilton area. "As business and leisure travelers begin to realize that Hamilton is served by stable airlines like Northwest Airlink, they will increasingly begin to check the local fares and schedules rather than inconvenience themselves by having to travel to and from a more distant airport," said Jones.

In addition to marking its one year anniversary at Hamilton, Mesaba Aviation is celebrating its 20th Anniversary of scheduled airline service in 1993. Mesaba operates as Northwest Airlink at 48 cities in 15 states plus Ontario.

# # # #

URBAN/MUNICIPAL
CA3 ONHW L65
H18
1993

Ruth Greenwood
Hamilton Public Library
2nd Fl., 55 York Blvd.
Hamilton, Ontario
L8R 3K1

HAMILTON REGION AIRPORT MANAGEMENT BOARD

A G E N D A

DATE: Thursday, July 8, 1993

TIME: 8:30 o'clock a.m.

PLACE: Hamilton Airport Terminal Building

---

1. **GENERAL**

   a) **Declaration of Interest** re: Municipal Conflict of Interest Act

   b) **Minutes** of the June 10, 1993 meeting of the Hamilton Region Airport Management Board

2. **CONSENT AGENDA**

   2.1 **Temporary Sublease Renewal - Trailer Site - Aero Futures Flight Centre (AIR 93-031)**

   a) That the application of Aero Futures Flight Centre to renew their temporary sublease for a trailer site located west of the Hamilton Flying Club to operate a flight training unit, be approved, subject to the following:

   i) That the applicant enter into a one-year Supplemental Agreement to their current temporary sublease with the Region, in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

ii) That the rental rate for this temporary trailer site be established at $100 per month, plus a 10% administration/maintenance fee, plus the 7% GST, resulting in an annual rental rate of $1,412.40, to be paid in monthly instalments of $117.70, plus realty taxes, commencing September 1, 1993, and subject to any future Transport Canada rental rate increases;

iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the Supplemental Agreement;

iv) That the monthly land rental rate be credited to the Land Rental - Lease Account No. 1-46006-343199 and the monthly administration/maintenance fee be credited to the Administration/Maintenance Fee Account No. 1-45137-343199;

v) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000, naming the Region and Transport Canada as co-insureds;

vi) That the applicant be advised that this one-year Supplemental Agreement to their current sublease will not have an option to renew, and that they will be required to relocate to a permanent location upon expiration of the Supplementary Agreement;

vi) That a thirty-day termination clause be included in the one-year Supplemental Agreement for both parties;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Supplemental Agreement on behalf of the Region.

2.2 **International Air Cargo Conference (AIR 93-033)**

That Report ECO 93-055 respecting the International Air Cargo Conference held in Fort Lauderdale, Florida, from May 17 to 19, 1993, be received.

2.3 **Duty Free Shop - Draft Critical Path (AIR 93-032)**

That the "Hamilton Airport Duty Free Shop - Draft Critical Path", attached to Report AIR 93-032, be received.

2.4 **For the Information of the Board:**

a) Airport Accounts Receivable Over 90 Days as at June 23, 1993

b) **Minutes** of the June 30, 1993 meeting of the Marketing Sub-Committee - **To be distributed.**

c) **Memorandum** dated June 23, 1993 respecting Wings International

d) **Acknowledgement** dated June 10, 1993 from Executive Assistant to the Honourable Shirley Martin, Minister of Transport, respecting upgrading of the taxiway to the aircraft services hangar

2.5 **Discussion of Consent Items**

3. ADJOURNMENT

1(b)

MINUTES OF THE HAMILTON REGION AIRPORT MANAGEMENT BOARD

The Hamilton Region Airport Management Board met at 8:30 a.m. on Thursday, June 10, 1993 in the Hamilton Airport Terminal Building.

Present:	Chairman (Regional Chairman) R. J. Whynott Vice Chairman K. Gregg Councillors G. Etherington, H. Merling, R. Wade, L. Culver, J. Monaco, J. Mongeon, J. Skelton
Absent with regrets:	Councillors D. Agostino, D. Wilson; O. Boris
Also present:	Councillor F. MacIntyre Messrs. S. L. Kincaid, B. MacSween, J. Fudge; Mmes. C. Biggs, J. Furlani

1. GENERAL

a) **Declaration of Interest** re: Municipal Conflict of Interest Act: None

b) **Minutes** of the May 13, 1993 meeting of the Hamilton Region Airport Management Board

(Wade/Culver)
Be received and adopted as presented. **CARRIED.**

2. CONSENT AGENDA

(Etherington/Culver)

2.1 **Sublease Renewal - Tilden Car Rental Inc. (AIR 93-016)**

a) That the application of Tilden Car Rental to renew their sublease for 3.25 square meters of counter space in the Air Terminal Building, and six (6) car parking spaces located east of the Air Terminal Building, be approved, subject to the following:

i) That the applicant enter into a one-year Supplemental Agreement to Sublease No. 141750 with the Region, in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

ii) That the rental rate for 3.25 square meters of counter space be established at $441.15 per square meter per annum, and the rental rate for six (6) car parking spaces be established at $13.45 per car per month, plus a 10% administrative/ maintenance fee, plus the 7% GST, resulting in an annual rental rate of $2,827.30, to be paid in monthly instalments of $235.60, plus realty taxes, commencing August 1, 1993, and subject to any future Transport Canada rental rate increases;

iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the supplemental agreement;

iv) That the monthly rent for the counter space be credited to Office and Shop Space Account No. 1-46007-343199, the monthly rent for car parking spaces be credited to Car Rentals - Parking Account No. 1-45019-343199, and the monthly administrative/maintenance fee be credited to Administration/ Maintenance Fee Account No. 1-45137-343199;

v) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000, naming the Region and Transport Canada as co-insureds;

vi) That a ninety-day termination clause be included in the one-year Supplemental Agreement to Sublease No. 141750 for both parties;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Supplemental Agreement to Sublease No. 14170 on behalf of the Region.

2.2 **For the Information of the Board:**

That the following items be received:

a) Latest Aviation Statistics from Transport Canada

b) Airport Accounts Receivable Over 90 Days as at May 28, 1993

c) **Minutes** of the May 26, 1993 meeting of the Marketing Sub-Committee

d) **Correspondence** dated May 14, 1993 from the Honourable Shirley Martin, Minister of State - Transport, to S. L. Kincaid, Airport General Manager, respecting "intended reductions to the subsidy program"

e) **Correspondence** dated May 17, 1993 from the Airport Tenants and Operators Committee (Hamilton) to the Honourable Gilles Pouliot, Minister of Transportation, expressing support for the proposed new Highway 6 expressway link.

f) **Press Release** from Mesaba Aviation, Inc. - "Northwest Airlink Makes First Anniversary of Service at Hamilton Airport" **CARRIED.**

NEW BUSINESS #1

Aviation Luncheon - June 9, 1993

The Regional Chairman thanked the staff of the Airport and the Economic Development Department for organizing the Aviation Luncheon on June 9, 1993.

3. DISCUSSION AGENDA

3.1 Pearson Expansion - Hamilton-Wentworth Position

The Airport General Manager gave a verbal update to the Board on the status of the Region's position respecting the announcement of the Minsiter of Transportation on the new runway at Pearson Airport. To date, the Region has not taken a position strictly on the expansion of Pearson Airport facilities, but on the value of Hamilton Airport as an alternate to Pearson.

Following a suggestion by Councillor H. Merling, staff were directed to follow up on previous approvals and to review a report entitled, "Study of Transportation for Hamilton and Mount Hope Airport" dated 1978. Any submissions forwarded to the Environmental Panel should be made on the basis that approval has been received for a 10,000-foot runway.

3.2 **Discussion of Consent Items**

N/A.

NEW BUSINESS #2

Experimental Aircraft Association Conference

The Airport General Manager advised the Board that an informal request has been received from the Experimental Aircraft Association to hold a conference at Hamilton Airport on Saturday, September 18, 1993. A report will be presented to the Board upon receipt of a formal request.

NEW BUSINESS #3

Canada Day Fly-In - Sunday, July 4, 1993

K. Gregg advised the Board that Canadian Warplane Heritage will be hosting the Canada Day 2nd Annual Fly-In Breakfast on Sunday, July 4, 193.

NEW BUSINESS #4

Highway 6 (New)

(Wade/Mongeon)
That the correspondence dated May 31, 1993 from the Honourable Gilles Pouliot, Minister of Transportation, respecting the status of Highway 6 (New), be received, and a copy forwarded to the Airport Tenants and Operators Committee and Keith Richardson, Chairman of the Region of Haldimand-Norfolk. **(Attachment) CARRIED.**

On motion **(Wade/Mongeon)** the Board moved In Camera. **CARRIED.**
On motion **(Skelton/Gregg)** the Board reconvened in open session. **CARRIED.**

4.1 **Legal Action (LS 93-037)**

(Merling/Culver)
That Regional staff be authorized and directed to advise Southern Ontario Aviation Inc. that any further negotiations for an airside access licence agreement will be terminated. **CARRIED.**

Note: This recommendation will be presented to the Transportation Services Committee at its meeting on Tuesday, June 15, 1993.

On motion **(Mongeon/Monaco)** the Board adjourned at 9:50 a.m. **CARRIED.**

_____
Chairman

_____
Secretary

Ontario

Ministry of Transportation

Ministère des Transports

RECEIVED JUN 08 1993

Ferguson Block, 3rd Floor
77 Wellesley St. West
Toronto, Ontario
M7A 1Z8

Édifice Ferguson, 3e étage
77, rue Wellesley ouest
Toronto (Ontario)
M7A 1Z8

Office of the Minister

Bureau du ministre

(416) 327-9200

May 31, 1993

Mr. R.J. (Reg) Whynott
Regional Chairman
The Region of Hamilton-Wentworth
P.O. Box 910
Hamilton, Ontario
L8N 3V9

Dear Mr. Whynott:

Thank you for your letter of April 19, 1993 regarding Highway 6 (New).

As indicated in my previous correspondence, we are now in the process of identifying pre-contract engineering requirements and the construction staging for Highway 6 (New). Once the schedule is defined ministry staff will contact the Hamilton Airport's General Manager, Mr. Samuel Kincaid, as you have requested.

In the meantime, I wish you success in your endeavours to develop the Hamilton Airport to its fullest potential.

Sincerely,

Gilles Pouliot
Minister

Made from recovered materials Fait de matériaux récupérés

CONSENT AGENDA MATERIAL

2.1

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 June 22
REL 300-01.2

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Temporary Sublease Renewal - Trailer Site - Aero Futures Flight Centre (AIR 93-031)

RECOMMENDATION:

a) That the application of Aero Futures Flight Centre to renew their temporary sublease for a trailer site located west of the Hamilton Flying Club to operate a flight training unit, be approved, subject to the following:

i) That the applicant enter into a one-year Supplemental Agreement to their current temporary sublease with the Region, in a form satisfactory to the Commissioner of Legal Services and Transport Canada.

ii) That the rental rate for this temporary trailer site be established at $100.00 per month, plus a 10% administration/maintenance fee, plus the 7% G.S.T. resulting in an annual rental rate of $1,412.40, to be paid in monthly instalments of $117.70, plus realty taxes commencing September 1, 1993, and subject to any future Transport Canada rental increases;

iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the Supplemental Agreement;

iv) That the monthly land rental rate be credited to the Land Rental - Lease Account No. 1-46006-343199 and the monthly administration/maintenance fee be credited to the Administration/Maintenance Fee Account No. 1-45137-343199;

v) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000, naming the Region and Transport Canada co-insureds;

vi) That the applicant be advised that this one-year Supplemental Agreement to their current sublease will not have an option to renew and that they will be required to relocate to a permanent location upon expiration of the Supplemental Agreement;

vii) That a 30-day termination clause be included in the one-year Supplemental Agreement for both parties;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Supplemental Agreement on behalf of the Region.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

We have been advised by our Finance Department that Aero Futures Flight Centre consistently paid their rent promptly and correctly.

BACKGROUND:

The Hamilton Region Airport Management Board at its meeting of September 10, 1992 approved that Aero Futures Flight Centre be leased a temporary trailer site. Aero Futures Flight Centre is now requesting the renewal of their current sublease. This renewal will only be for one year subject to Aero Futures Flight Centre making arrangements for other accommodations at the end of the Supplemental Agreement term (August 31, 1994).

cc: J. Fudge, Legal Services
B. McMullen, Finance Department
B. Zolaturiuk, Insurance - Finance Department
M. Thompson, Airport Lease/Invoice Co-ordinator

2.2

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 June 23

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: International Air Cargo Conference
(AIR 93-033)

RECOMMENDATION:

That the attached Report ECO 93-055 pertaining to the International Air Cargo Conference be received.

_____

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Economic Development Department staff attended the International Air Cargo Conference and Exposition (IACC) 1993, in Fort Lauderdale, Florida, May 17 - 19, 1993.

For the Board's information, the attached report and memorandum provide details and further insight into the International Air Cargo Conference and contacts made by staff.

SR/jf

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 June 18

REPORT TO: Chairman and Members
Economic Development and Planning Committee

FROM: Nick Catalano
Director
Economic Development Department

SUBJECT: **INTERNATIONAL AIR CARGO CONFERENCE (ECO 93-055)**

BACKGROUND:

Economic Development Department staff attended the International Air Cargo Conference and Exposition (IACC) 1993, in Fort Lauderdale, Florida, May 17 - 19, at the Broward County Convention Centre. Participation in this event, addressing the Air Cargo Industry and International Trade, is in keeping with the Hamilton Airport Marketing Plans, approved by Regional Council, July, 1992. Conference sessions, workshops, exhibits and business meetings were attended with the following topics discussed: "A View Across the Pond -- the Future of Transatlantic Air Cargo", "The Shipper/Forwarder/Airline Alliance: Building Business and Trade", "Importing and Exporting", "Opening Cargo Doors With Far East Trading Partners", "Latin America and Caribbean Air Cargo: 1993-2000". The major theme of the event was expanding global trade.

The attached memorandum provides details and further insight into the International Air Cargo Conference and contacts made. Further, staff will be sending additional detailed information on Hamilton Airport to some of the contacts and following up these leads as per the Airport Marketing Plans.

SR/my

Attach.

ECONOMIC DEVELOPMENT DEPARTMENT

MEMORANDUM

****

TO: Nick Catalano
Director
Economic Development Department

FROM: Sylvia Renshaw
Airport Marketing Officer
Economic Development Department
PHONE: (416) 546-4114

SUBJECT: **INTERNATIONAL AIR CARGO CONFERENCE -- 1993**
DATE: 1993 May 19

Staff attended the International Air Cargo Conference & Exposition (IACC) 1993, in Fort Lauderdale, Florida, May 17 - 19, at the Broward County Convention Centre in Fort Lauderdale, Florida. This is in keeping with the Airport Marketing Plans as approved by Regional Council, July, 1992. The major theme of this year's event was expanding global trade.

Staff found this event to be very informative, with the following topics discussed: A View Across the Pond -- The Future of Transatlantic Air Cargo, Global Trade, Shipper/Forwarder/Airline Alliance: Building Business and Trade, Importing and Exporting, Opening Cargo Doors With Far East Trading Partners, Latin American and Caribbean Air Cargo: 1993-2000, and Economic Trends.

Even though there were less than 100 exhibitors, with some intended exhibiting firms not showing up, staff found the event to be informative and worthwhile. The following contacts were made: Virgin Atlantic Cargo, London, England; New Orleans Air Cargo Association, New Orleans, Louisiana, USA; Dayton International Airport, Dayton, Ohio, USA; Stephenville Airport Corporation, Newfoundland, Canada; United Parcel Service, Hollywood, Florida, USA; C.R.S. Systems Division, Miami, Florida, USA; Ladeco Airlines, Chile; New Orleans International Airport, New Orleans, Louisiana, USA, Jet Cargo News, Houston, Texas, USA; Aeroflot Airlines, Russia; Aeromexico Cargo, Mexico; Air Mexico Cargo, Mexico; Air Cargo World, Atlanta, Georgia, USA; Cargo Aire, Baltimore, Maryland, USA; Air Canada Cargo, Canada; St. John's Shipping Company, Jacksonville, Florida, USA; Manaco International Forwarders Inc., Fort Lauderdale, Florida, USA; Frankfurt Airport Authority (US/Canada Representative), Tom's River, New Jersey, USA; H.N.T.B. Corporation, Miami, Florida, USA.

.../2

Initial discussions were held with representatives from the aforementioned firms. Staff will be forwarding additional detailed information about Hamilton Airport and the surrounding lands available for development opportunities. Further, Requests For Proposal of Lot C-13 will be sent to those that indicated interest during our conversations at the IACC event.

The following points are highlights of the Conference sessions attended:

-- Importance of the greater European trade market decisions will be affecting current and future marketplace decisions for all of those in the cargo industry.

-- New markets are the greatest opportunity for growth in the air cargo industry.

-- The top four (4) cargo destinations are: Frankfurt, London, Paris and Amsterdam. All have plans for expansion as well as others, such as, Munich and Brussels.

-- It is important to look for integrated service in an international capacity and cargo businesses should actively seek foreign partners/alliances, since they can act as a liaison to foreign embassies, provide negotiation and customs clearances, etc. This is in keeping with the new KLM and Northwest alliance, as well as British Airways and US Air.

-- Mergers and acquisitions of companies are continuing.

-- 117 mergers and acquisitions were registered, which grew to 450 within five (5) years, due to the future common market in Europe. There are many opportunities for strategic alliances. London, Frankfurt, Amsterdam and Paris are all looking to develop their lands to support new cargo businesses, and they are trying to develop these quickly.

-- We are not only seeing the North American Free Trade Agreement, with Canada, US, and Mexico, but there are also rumours of a Mexico/Costa Rica/Chile/Japan Agreement. While looking toward globalization and expanding into new markets, it is important to maintain existing strengths and build on those existing strengths, by keeping tenants at airports involved, either through newsletters or meetings and providing network opportunities amongst them and new businesses coming into your area.

-- Europe will become one (1) huge market. Hong Kong will propel China, who in turn will use Hong Kong as their gateway to the world. Canada, USA and Mexico, down into the Caribbean and South America, will become another market so that you will probably see three (3) markets merging -- Asian, European and the rest of us(Western Hemisphere).

-- It is estimated that Canada, USA, Mexico and the Caribbean and South American countries combined would provide a free-trade zone with 680 million people and a $6 trillion GNP marketplace.

-- It was stressed that future global markets will not be able to do business "al solo", but rather as shared joint ventures with planting of seeds for the future wellbeing of all parties concerned. Economic trends highlighted were globalization, downsizing, outsourcing and entrepreneurialism.

.../5

-- Reference was made to the Atlanta Conference which saw over 350 exhibitors participating. This may be one event that should be considered for our 1994 Marketing Plans.

-- Air cargo is a bright spot in the airline industry. Latin American/Caribbean area is the last cargo frontier. Both are providing quality with no jet lag, and good communications network. Barriers are falling, and their seasons are opposite to ours which enables fresh produce to be readily available for both trading areas.

-- Currently 400 million customers exist in Latin America and the Caribbean marketplace. Sixty percent of the cargo from Florida goes to Latin America and the Caribbean.

-- The best southern opportunities for growth in the future include Mexico, Colombia, Venezuela, Brazil, Argentina, Santiago, Costa Rica, Ecuador and Chile.

-- Korea is currently focusing on regaining its international status and on the domestic market. This is resulting in a rise in exports to Korea from Florida. The linkage to Florida gives strength to Latin American markets and trade negotiations for Korea. Korea is currently looking to increase joint-venture opportunities and they may become the Silicon Valley of the Far East.

-- The following listing of products highlight increased market opportunities in China: computers--from microcomputers to mainframes, disc drives, printers, plotters, medical equipment, including CT scans, MRI machines and X-ray equipment, digital switching system equipment, kinescopes, chromatographs, oscilloscopes, electronic components, electronic microscopes, measuring devices, photocopiers, civilian aircraft, assembly-processing equipment, pharmaceuticals, chemicals, ABS resin, wood pulp, lumber, plywood, refrigerators, washing machines, steel products, tobacco products, cigarette filters, pesticides, herbicides, fungicides, autos, auto parts, cranes, front-end loaders, excavation equipment, instant cameras, film and instant film, compressors, air conditioning equipment, heavy machinery, extruders for plastic and rubbers, fruits, vegetables, grains, edible oils, beer, liquor, wine, mineral waters, food preparations such as coffee creamers, sweeteners, milk substitutes.

/sr

2.3

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 June 23

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Duty Free Shop - Draft Critical Path
(AIR 93-032)

RECOMMENDATION:

That the "Hamilton Airport Duty Free Shop - Draft Critical Path" attached to Report AIR 93-032 be received.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Hamilton Region Airport Management Board at its meeting of June 10, 1993 requested that a report be prepared outlining the administrative and legal procedures that must be followed to implement a duty free store at Hamilton Airport.

For the Board's information, attached please find the "Hamilton Airport Duty Free Shop Draft Critical Path".

SR/jf
Attachment.

HAMILTON AIRPORT DUTY FREE SHOP

DRAFT CRITICAL PATH

JUNE 17, 1993

1. Submit formal written request from the Chairman to Revenue Canada for the Duty Free Shop.

2. Meet with L.C.B.O., Revenue Canada and Region representatives to determine process

3. Develop passenger survey to be carried out by USAir Express and Mesaba Airlines, Inc. to determine market product interest.

4. Implement survey and tally results.

5. Develop Tender Call for Duty Free Shop with L.C.B.O., Revenue Canada and the Region

6. Prepare Tender Packages

7. Advertise for the Tender Call

8. Review Tender submissions

9. Select operator of the Duty Free Shop

10. Advise proponent of Selection Committee's decision

11. Operator must obtain written authorization from the L.C.B.O. and Revenue Canada for the operation of the Duty Free Shop

12. Operator must enter into separate contract with the L.C.B.O. and Revenue Canada to operate the Duty Free Shop

13. Operator must enter into a sublease agreement with the Region.

14. DUTY FREE STORE OPEN FOR BUSINESS!

2.4(a)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 June 23

REPORT TO: Chairman and Members
Hamilton-Wentworth Region Airport Management Board

FROM: Gerry W. Lawson
Treasurer and Commissioner of Finance

SUBJECT: AIRPORT ACCOUNTS RECEIVABLE OVER 90 DAYS
AS AT JUNE 23, 1993

G.W. Lawson

BACKGROUND:

Monthly, this report is submitted to the Committee for their information. The attached appendix is a listing of the larger accounts receivable which are at least 90 days overdue as of June 23, 1993.

The total accounts receivable for the Airport is $81,921.56 of which $25,375.53 has been outstanding for more than 90 days. The accounts over $100 are listed on Appendix "A" with comments as to the status of the account and action taken by the Region.

Three new accounts were added since the previous report of May 28, 1993. None of the accounts in that report have been settled. In addition to the accounts on Appendix "A", there are 36 accounts under $100 outstanding over 90 days with a credit balance of $1,931.36.

APPENDIX "A"

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF FINANCE

Accounts Receivable Over 90 Days
Account: AIRPORT

Customer Number	Customer Name	Total Owed Jun 23/93	Balance on May 28/93 Over 90 Days	Current Balance Over 90 Days	Comments
217	Mount Hope Cartage (In Receivership)	$162.50	$162.50	$162.50	Property taxes outstanding. Payment of $415.44 received on March 9/92 from new tenant. Balance was to be paid by the Receiver of Mount Hope Cartage. Proof of Claim filed on May 19/92. Receiver indicates that no funds were available for distribution. Account to be written off with other Regional accounts.
239	Air Charter Systems	$896.70	$896.70	$896.70	Same corporation with two accounts. Landing fees accounts. Company filed proposed payment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed its Proof of Claim for amount owed. Receiver has indicated that they are waiting to hear from the Court before distribution of funds is available to Creditors. The proposed payment arrangement by the company has failed due to the Canadian regulation which allows only 25% ownership in a Canadian Airline by foreign investors. The potential investor has now withdrawn his offer. The company surrendered its licence and closed its operation. The company's offer was presented in court on June 8/93 for each creditor to accept - 5% of the outstanding balance in full settlement of any indebtness or 10% over a period of one year with 6 payments from Aug 1993 to July 1994. The Region chose to accept 10% settlement in full of the amount owing.
339	World Wide Air Charter Systems	$577.12	$577.12	$577.12	

Customer Number	Customer Name	Total Owed June 23/93	Balance on May 28/93 Over 90 Days	Current Balance Over 90 Days	Comments
269	Hamilton Fire Drum Corps	$965.34	$39.59	$46.12	Rental account. Payment received on May 18/93, leaving a balance owing for water charges. Increased amount is a current charge added on of $11.53. Invoice was forwarded to tenant for payment.
280	U.P.S.	$11,415.29	$12,238.69	$500.64	Landing fee account. Payments of $11,309.99 for February and $11,748.05 towards January have been received. Airport staff are reviewing the balance of January fees.
287	Esso	$1,160.46	$188.78	$427.95	Rental account. Customer has indicated full settlement before end of June. Payment delayed due to miscommunication between customer's Toronto/Montreal offices.
291	Pem-Air Ltd.	$3,199.58	$4,509.91	$2,027.81	Rental/Landing Fees account. March landing fees of $858.69 billed in late April. Due to cash flow problem, customer is unable to clear account in full as indicated on the last Report. Finance will monitor payments. As reported previously, the customer paid half of amount owing, $3,800 on June 8/93. The balance will be settled in July.
401	Metro Jet Inc.	$460.31	$460.31	$460.31	Landing fees account. Received approval from Transport Canada to write off this account. Account to be written off with other Regional accounts.

Customer Number	Customer Name	Total Owed June 23/93	Balance on May 28/93 Over 90 Days	Current Balance Over 90 Days	Comments
416	Air Niagara Express	$874.14	$887.31	$874.14	Landing fees account. In Receivership as of Sept. 26/91. Region filed its Proof of Claim on Nov. 26/91. An undertaking outlining payment plan was received from the Trustee. Payments to be made on the 30th of April each year commencing April 30, 1993, from the profits of the Company. Once the Promissory Note to the secured Creditors is paid in full, then all unsecured Creditors will be paid. A payment of $86.00 received on June 8/93.
477	Glanford Aviation	$2,375.76	$0	$573.04	Rental account. Collection being pursued.
741	A.I.R. Services	$774.41	$0	$189.79	Rental account. Collection being pursued by Credit Bureau's Letter Service.
794	Midway Airways	$722.44	$722.44	$722.44	Landing fee account. Company went bankrupt June 1991. Proof of claim filed with Trustees in U.S.A. on Oct. 4/91. Application is pending in Court and Receiver is awaiting decision from the Court before releasing funds available for distribution.
839	Private Jet Exped.	$263.32	$0	$263.35	Finance Charges owed. Company moved out of the Airport. Collection being pursued.

Customer Number	Customer Name	Total Owed June 23/93	Balance on May 28/93 Over 90 Days	Current Balance Over 90 Days	Comments
853	Wings International	$6,357.05	$6,357.05	$6,357.05	Rental account. Collection being pursued by Legal Department through District Court. On March 11/93, Legal had arranged for debtor's examination. Company is dormant. No assets available. Legal is awaiting documentation from one of the shareholders, Mr. Cook, before reporting to us. As previously reported, funds held by the lawyer for Wings International, and were taken over by Revenue Canada towards outstanding taxes.
976	Trans-Prov Airlines	$434.13	$200.63	$278.46	Landing fee account. Company filed for Bankruptcy on March 25/93. Proof of Claim filed on April 14/93. Increased amount is landing fee and finance charge. Revised claim submitted.
1020	Air Mark Aviation	$797.81	$776.45	$782.39	Landing fee account. Collection being pursued by telephone and fax. Customer has indicated settlement sometime in June. Customer called June 14/93 and indicated that a cheque for $616.00 has been mailed to us.

Customer Number	Customer Name	Total Owed June 23/93	Balance on May 28/93 Over 90 Days	Current Balance Over 90 Days	Comments
1023	Air Laurentian	$18,479.09	$14,064.26	$12,167.08	Rental/landing fees account. Customer's proposal to pay $1,500.00 each month towards the arrears and $1,680.00 towards the current month's rent was considered by the Airport Management Board at April 8/93 meeting. The Airport decided to work with the customer and their proposed payment schedule, seeking a faster rate of payment during busier summer months. At this rate, the customer hopes to clear the debt by October 1993. A payment was made April 14/93 for $8,864.36. May's payment being cheque #17959 for $4,118.99, was received May 31/93.
1078	A.R. Leasing Inc.	$120.94	$179.94	$ 0	Landing fee account. Payment of $27.92 received June 7/93 and $197.28 received June 17/93.
Sub Total		$50,036.42	$42,261.68	$27,306.89	
Accounts Under 90 Days		$31,885.14	0	0	
Accounts Under $100		$ 0	$775.85	($1,931.36)	
		$81,921.56	$43,037.53	$25,375.53	

2.4(c)

FILE NO.
LETTER NO.
JUN 23 1993

APM	✓	REF. TO
ADMIN.	✓	
MAINT.		
ERS		ANS. BY
SECURITY		FILED BY

THE REGION OF HAMILTON-WENTWORTH

MEMORANDUM

TO: Ramzan Manek
Finance Officer
Finance Department

YOUR FILE:

FROM: Elaine Holt
Assistant Corporate Counsel
Legal Services Department

OUR FILE:
PHONE: (416) 546-4205

SUBJECT: **Wings International**

DATE: June 23, 1993

Further to our telephone discussion about this matter and your fax, I have received written confirmation from Richard Startek, the solicitor for Wings International, that all funds of the company which were in his possession were claimed by and paid to Revenue Canada for outstanding income taxes and deductions.

Yours truly,

Elaine R. Holt
Assistant Corporate Counsel

cc. Joanne Furlani, Airport

Post-it™ brand fax transmittal memo 7671 | # of pages ▸ 1

To Joanne Furlani	From E. Holt
Co. Airport	Co. Legal Services
Dept.	Phone # 546-4205
Fax # 679-6746	Fax #

RECEIVED JUN 14 1993

2.4(d)

Office of the Minister of State
Transport

Cabinet du ministre d'État
Transports

JUN 10 1993

Mr. R. J. (Reg) Whynott
Regional Chairman
The Regional Municipality
of Hamilton-Wentworth
P.O. Box 910
Hamilton, Ontario
L8N 3V9

Dear Mr. Whynott:

On behalf of the Honourable Shirley Martin, Minister of State (Transport), I would like to acknowledge receipt and thank you for your letter of May 26, 1993, expressing your thanks with regard to the upgrading of the taxiway to the Aircraft Services Hangar.

Please be assured that your correspondence will be brought to the Minister's attention.

Sincerely,

Joanne Fraser

Joanne Fraser
Executive Assistant

URBAN/MUNICIPAL
CA3 ON HW L65
H18
1993

URBAN M...
SEP - 1993
GOVERNMENT DOCUMENTS

HAMILTON REGION AIRPORT MANAGEMENT BOARD

A G E N D A

DATE: Thursday, September 9, 1993

TIME: 8:30 o'clock a.m.

PLACE: Hamilton Airport Terminal Building

---

1. **GENERAL**

   a) **Declaration of Interest** re: Municipal Conflict of Interest Act

   b) **Minutes** of the July 8, 1993 meeting of the Hamilton Region Airport Management Board

2. **CONSENT AGENDA**

   2.1 **Delivery Services Agreement - Licence - Canada Post Corporation (AIR 93-042)**

      a) That the application of Canada Post Corporation to install community mailboxes and provide direct delivery service to the Hamilton Airport be approved, subject to the following:

         i) That the applicant enter into a Delivery Services Agreement Licence with the Region, in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

         ii) That the Region grant the applicant the exclusive use and occupation of the Licensed Area for and during the term of fifteen (15) years, to be computed from and after the execution of the Licence by Canada Post Corporation;

iii) That upon expiration of the Term, this Licence shall automatically renew for successive and consecutive periods of one (1) year upon all the same terms and conditions as contained in this Licence, unless the Region shall have given Canada Post Corporation not less than one year's prior written notice of termination;

iv) That a 90-day termination clause be included in the Licence for both parties;

v) That this Licence shall not create or be deemed to create, or be construed so as to create, any estate in the Hamilton Airport lands;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Delivery Services Agreement Licence on behalf of the Region.

2.2 **Canadian Warplane Heritage Museum Hangar Replacement Project (AIR 93-041)**

a) That the Terms of Reference for a Project Manager to assist in Canadian Warplane Heritage Museum Hangar Replacement Project, attached to Report AIR 93-041, be received;

b) That Cy Armstrong and Associates, Municipal Consulting, be hired on a contract basis for part-time service as the Project Manager, at a cost not to exceed $9,000, using Contractual Services Account No. 1-56901-344101.

2.3 **For the Information of the Board:**

That the following items be received:

a) Policy for Letting of Real Property for Aviation Related Activities - Transport Canada (AIR 93-037)

b) Second Quarter Report - Passenger Totals 1992-1993 (AIR 93-035)

c) Second Quarter Report - Aircraft Landing, Parking and Emergency Response Fees 1992-1993 (AIR 93-038)

d) Charter Operation - Galaxy Express Airlines Ltd. (AIR 93-040)

e) Airport Accounts Receivable Over 90 Days as at July 29, 1993

f) **Minutes** of the August 25, 1993 meeting of the Marketing Sub-Committee

g) **Correspondence** dated August 4, 1993 from Transport Canada respecting Southern Ontario Area Airports Study

h) **News Release** from Transport Canada re: Agreement Reached with Consortium to Redevelop and Operate Terminals 1 and 2

i) **Correspondence** dated August 13, 1993 from Mesaba Aviation Inc. respecting termination of service

j) **News Release** - "Mesaba Announces New Evansville and Knoxville Services, Discontinues Flights to Hamilton"

2.4 **Discussion of Consent Items**

3. DISCUSSION AGENDA

3.1 **Correspondence** from Councillor D. Ross, Chairman, Economic Development and Planning Committee, respecting Transport Canada Letter - Lester B. Pearson Airport

4. ADJOURNMENT

1(6)

MINUTES OF THE HAMILTON REGION AIRPORT MANAGEMENT BOARD

The Hamilton Region Airport Management Board met at 8:30 a.m. on Thursday, July 8, 1993 in the Hamilton Airport Terminal Building.

Present:	Vice Chairman K. Gregg Councillors G. Etherington, H. Merling, R. Wade; J. Monaco, J. Mongeon, J. Skelton
Absent with regrets:	Chairman R. J. Whynott, Councillors D. Agostino, D. Wilson; O. Boris, L. Culver
Also present:	Messrs. S. L. Kincaid, J. Fudge; Mmes. J. Furlani, S. Renshaw, C. Biggs

1. GENERAL

a) **Declaration of Interest** re: Municipal Conflict of Interest Act: None

b) **Minutes** of the June 10, 1993 meeting of the Hamilton Region Airport Management Board

(Wade/Mongeon)
Be received and adopted as presented. **CARRIED.**

2. CONSENT AGENDA

(Etherington/Monaco)

2.1 **Temporary Sublease Renewal - Trailer Site - Aero Futures Flight Centre (AIR 93-031)**

a) That the application of Aero Futures Flight Centre to renew their temporary sublease for a trailer site located west of the Hamilton Flying Club to operate a flight training unit, be approved, subject to the following:

i) That the applicant enter into a one-year Supplemental Agreement to their current temporary sublease with the Region, in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

ii) That the rental rate for this temporary trailer site be established at $100 per month, plus a 10% administration/maintenance fee, plus the 7% GST, resulting in an annual rental rate of $1,412.40, to be paid in monthly instalments of $117.70, plus realty taxes, commencing September 1, 1993, and subject to any future Transport Canada rental rate increases;

iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the Supplemental Agreement;

iv) That the monthly land rental rate be credited to the Land Rental - Lease Account No. 1-46006-343199 and the monthly administration/maintenance fee be credited to the Administration/Maintenance Fee Account No. 1-45137-343199;

v) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000, naming the Region and Transport Canada as co-insureds;

vi) That the applicant be advised that this one-year Supplemental Agreement to their current sublease will not have an option to renew, and that they will be required to relocate to a permanent location upon expiration of the Supplementary Agreement;

vi) That a thirty-day termination clause be included in the one-year Supplemental Agreement for both parties;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Supplemental Agreement on behalf of the Region.

2.2 **International Air Cargo Conference (AIR 93-033)**

That Report ECO 93-055 respecting the International Air Cargo Conference held in Fort Lauderdale, Florida, from May 17 to 19, 1993, be received.

2.3 **Duty Free Shop - Draft Critical Path (AIR 93-032)**

That the "Hamilton Airport Duty Free Shop - Draft Critical Path", attached to Report AIR 93-032, be received (Revised Draft Critical Path attached).

2.4 **For the Information of the Board:**

a) Airport Accounts Receivable Over 90 Days as at June 23, 1993

c) **Memorandum** dated June 23, 1993 respecting Wings International

d) **Acknowledgement** dated June 10, 1993 from Executive Assistant to the Honourable Shirley Martin, Minister of Transport, respecting upgrading of the taxiway to the aircraft services hangar **CARRIED.**

2.5 **Discussion of Consent Items**

2.4b) **Minutes** of the June 30, 1993 meeting of the Marketing Sub-Committee

(Mongeon/Monaco)
That the Minutes of the June 30, 1993 meeting of the Marketing Sub-Committee be received for information. **(Attachment)**

NEW BUSINESS #1

Aircraft Builder's Conference - September 18, 1993

(Skelton/Monaco)
That the Experimental Aircraft Association of Hamilton - EAA Chapter 65 be permitted to and authorized to conduct an Aircraft Builder's Conference on September 18, 1993, using their facilities and general airport facilities for parking of vehicles and aircraft under the direction and approval of the Airport General Manager, and with insurance provision suitable to the Region's Supervisor of Insurance. **CARRIED. (Attachment)**

NEW BUSINESS #2

Duty-Free Shop - Hamilton Airport

(Wade/Monaco)
That the correspondence from the Regional Chairman to the Honourable Otto Jelinek, Minister of National Revenue, respecting the Duty-Free Shop at Hamilton Airport, be received. **CARRIED. (Attachment)**

NEW BUSINESS #3

"Policy for Letting of Real Property for Aviation Related Activities" - Transport Canada

(Wade/Monaco)
a) That the correspondence from the Honourable Shirley Martin, Minister of Transport, enclosing the "Policy for Letting of Real Property for Aviation Related Activities" be received;

b) That a report be presented to the Board at its September meeting, following review of the above-mentioned policy by the Airport General Manager. **CARRIED. (Attachment)**

NEW BUSINESS #4

Status of Requests for Proposals for Lot C-13

In response to J. Monaco's question regarding the status of the Requests for Proposals (RFP's) for Lot C-13, the Airport General Manager advised that more than 30 RFP's have been picked up by interested parties and the process is continuing.

NEW BUSINESS #5

The Airport General Manager gave verbal updates on the following items:

a) Timing of the approvals for the 1994 International Air Show;
b) Canadian Warplane Heritage - report to be presented to the Board at a later date;
c) Discussions on runway lengths;
d) Strategic Plan.

e) Status of Southern Ontario Aviation - return of deposit.

The Board also viewed a 14-minute video showing night time cargo activity at Hamilton Airport (July 5-6, 1993). **(Attachment)**

On motion **(Wade/Mongeon)** the Board adjourned at 9:20 a.m.

_____
Vice Chairman

_____
Secretary

HAMILTON AIRPORT DUTY FREE SHOP

CRITICAL PATH

JULY 6, 1993

1. Submit formal written request from the Chairman to Revenue Canada for the Duty Free Shop

2. Meet with L.C.B.O., Revenue Canada and Region representatives to determine process

3. Develop passenger survey to be carried out by US Air Express and Mesabe Northwest Airlink to determine market product interest.

4. Implement survey and tally results.

5. Develop Tender Call for Duty Free Shop with L.C.B.O., Revenue Canada and the Region

6. Prepare Tender packages

7. Advertise for the Tender Call

8. Review Tender submissions

9. Select operator of the Duty Free Shop (APMB - Ec.D.&P. - Council - LCBO & REV. Canada) (subject to licence with Rev. Canada and Entering into agreement with LCBO)

10. Advise proponent of Selection Committee's decision

11. Operator must enter into a sub-lease agreement with the Region

12. Operator must obtain written authorization from the L.C.B.O. and Revenue Canada for the operation of the Duty Free Store

13. Operator must enter into a separate contract with the L.C.B.O. and obtain a licence from Revenue Canada to operate the Duty Free Store

14. DUTY FREE STORE OPEN FOR BUSINESS!

15. Monthly sales report to Revenue Canada/LCBO/Region

/sr

2.4(1)

MINUTES OF THE HAMILTON REGION AIRPORT MANAGEMENT BOARD MARKETING SUB-COMMITTEE

The Hamilton Region Airport Management Board Marketing Sub-Committee met at 8:00 a.m. on Wednesday, June 30th, 1993 at the Hamilton Airport Board Room located in the terminal building.

Present:	Chairman K. Gregg J. Mongeon J. Skelton
Absent with regrets:	D. Agostino L. Culver J. Monaco
Also Present:	Messr. S. Kincaid Mmes. S. Renshaw, M. Thompson

1. GENERAL

a) **Minutes** of the May 26th, 1993 meeting of the Hamilton Region Airport Management Board Marketing Sub-Committee.

(Mongeon/Skelton)
Be received and adopted as presented. **CARRIED.**

2. BUSINESS ARISING OUT OF THE MINUTES

2.1 1993 Marketing Plan and Budget

Staff presented the Marketing Sub-Committee with the attached memo summarizing the allocation of funds pertaining to the Hamilton Airport Marketing Plan for 1992/93. Staff also advised the Marketing Sub-Committee that monies have recently been received from Transport Canada which amends the current total deficit amount for 1993 to ($30,778).

2.2 AIRPORT BROCHURE/FLIGHT GUIDE

Staff reported that the airlines are not interested in a combined airport brochure/flight guide because of the constant change to their respective schedules, many passengers are interested in connecting flights and the airlines have their own schedules already made. They are however quite interested in the passenger travelling beyond the scheduled commuter destination and recommended a billboard which would display the airlines serving Hamilton and this billboard be strategically placed in Mississauga.

2.2 Staff reported that printing up 1000 flight guides would amount to approximately $846.00 (GST and PST are not included in this figure).

3. DISCUSSION AGENDA

3.1 1994 BUDGET

The Sub-Committee considered using the 1993 Airport Marketing Plan as a guideline for preparing the 1994 Budget and requested that staff present this 1993 Airport Marketing Plan at the next Marketing Sub-Committee meeting.

4. NEW BUSINESS

4.1 It was discussed that the Hamilton International Airshow be utilized as an Airport Management Board marketing tool on a promotional basis (VIP Passes).

4.2 Staff reported on the activity at the airport after 10:00 p.m. and that this activity represents one half of the airports revenue.
It was remarked upon that the New Hwy #6 link is vitally important to attracting and maintaining this type of activity in the future.

4.3 It was suggested that the marketing focus of the airport should be more equally divided between passenger and cargo markets.

4.4 The Marketing Sub-Committee suggested that at any subsequent Aviation Luncheon's, the proposed guest list go before the Marketing Sub-Committee for consideration.

The meeting adjourned at 9:05 a.m.

_____
Chairman

_____
Secretary

ECONOMIC DEVELOPMENT DEPARTMENT

MEMORANDUM

****

TO: Hamilton Airport Marketing Sub-Committee

FROM: Nick Catalano
Director
Economic Development Department
PHONE: (416) 546-4234

SUBJECT: HAMILTON AIRPORT MARKETING PLAN -- 1992-1993
DATE: 1993 May 21

Enclosed please find the Marketing Plan Budget Report as of April, 1993. The said document itemizes revenues and expenditures for 1992 and 1993. Any confusion associated with monies currently available for the Hamilton Airport Marketing Plan is due to the restructuring of the Airport Management Board; the Economic Development Department's re-assignment of responsibilities; and, the Airport General Manager's transition. Dollars owing from Transport Canada have not yet been received, while program expenditures have been met.

Revenue for 1992 and 1993 from Transport Canada of $69,000, has not been received. If the funds are received, our total available funds at 1993 would be $3,722.

I trust this will clarify any outstanding issues. Thank you for your time and attention to this matter.

/SR/my

Encl.

Report on Hamilton Airport

Marketing Plan

April, 1993

1992

Revenue

- Allocated from 814120	$69,000	
- Economic Development - Current Budget	20,000	
- Research Development	34,500	
- Airport	10,000	
- Aeropark	15,000	
- Airport WIP	17,000	
		$165,500

Expenditures

Transfers have been made for the following:

Business Development Officer salary/benefits	$38,930	
Portion of salary for staff	10,000	
Outside Counsel	3,418	
Interfund Correction from Finance	2,500	
Other expenses are:		
OK&D	73,591	
UFLY Equipment	25,796	
Misc	7,390	
Association of Canadian Airport	2,575	164,151
Total Surplus for 1992		$ 1,349

Summary of OK&D's Expenses

OK&D - Bus Shelters
- Radio
- BOE/ECA AD Tag
- Brochures
- Travel week Bulletin
- Posters for Suntrek
- Postcards
- Magazine Ads

1993

Revenue

- Carryover 1992 surplus	$ 1,349	
- Allocated from account 814120	69,000	
- Aeropark	5,000	$75,349

Expenditures

Salaries/benefits for Airport Marketing Officer	61,268	
UFLY Telephone	8,000	
OK&D to date	71,359	140,627
Total deficit for 1993		$ (65,278)

Revenue for 1992 & 1993 from Transport Canada of $69,000 respectfully has not been received. Efforts are being made by Mr. S. Kincaid to receive those funds. If the funds are received our total available funds at 1993 would be $3,722.

DAA/dt

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 July 6
REL 300-05.2

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Aircraft Builder's Conference - September 18, 1993
(AIR 93-034)

RECOMMENDATION:

That the Experimental Aircraft Association of Hamilton - EAA Chapter 65 be permitted to and authorized to conduct an Aircraft Builder's Conference on September 18, 1993 using their facilities and general airport facilities for parking of vehicles and aircraft under the direction and approval of the Airport General Manager and with insurance provision suitable to the Region's Supervisor of Insurance.

S.L. Kincaid, Airport General Manager

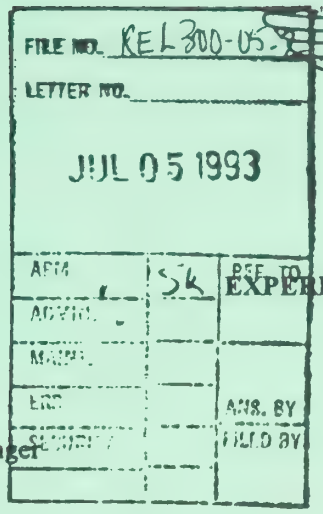
BACKGROUND:

The Hamilton Wentworth Region Airport Management Board at its meeting of June 10, 1993 was advised that an informal request had been received from the Experimental Aircraft Association to hold a conference at Hamilton Airport on Saturday, September 18, 1993.

We are in receipt of a formal request (see attachment) to host an aircraft builder's conference at the Experimental Aircraft Association facilities on Saturday, September 18, 1993.

As indicated in this letter, Amateur Built Aviation is the fastest growing segment of Aviation today. This is the first such event in the northeast area of the continent, and an estimated attendance in the range of 200 to 500 people is anticipated.

SLK/jf





EXPERIMENTAL AIRCRAFT ASSOCIATION OF HAMILTON
EAA CHAPTER 65
BOX 65
MOUNT HOPE, ONT. L0R 1W0

Mr. Sam Kincaid
Hamilton Airport Manager
Hamilton Airport
Mount Hope, Ontario

93/07/02

Dear Mr. Kincaid

Re: Aircraft Builder's Conference, EAA Hangar, September 18, 1993.

Further to our conversation of a couple of weeks ago, please accept this as official notification of our intent to host an aircraft builders conference at our facilities on Saturday September 18th, 1993.

I understand that since our conversation, your or Barry have talked with Jerry Aguilar from the Aircraft Spruce Company in Fullarton California (one of the co-sponsors) and that Jerry has your insurance concerns well in hand. Please also be advised that we will, within the next few days, be contacting Ed Bourdon from Airport Security to bring him 'on board' with our plans.

As you suggested, we will avail ourselves of the terminal-area long term parking facility. As well, we will provide staff to direct and park cars for the event. Further to our earlier conversation, the sponsors advise me that with the exception of the fifteen or so display aircraft, itinerant aircraft attendees have not so far made up a large percentage of the attendees. We will however advise ATC, since the Canadian distances and potential U.S. attendance may make this event different from the others.

Amateur Built Aviation is the fastest (if not the only) growing segment of Aviation today. This is the first such event in the northeast area of the continent, and we estimate attendance in the range of 200 to 500 people. The sponsors expect people to be drawn from Ontario and Quebec as well as New York, Ohio and Michigan. Previous events in Tennessee, Texas and the U.S. west coast have drawn between 200 and 700 people. With this in mind, we have involved the Regional Economic Development staff in our plans.

Please call me if you have any further questions, and advise me at 648-8488 (evenings) or 416-353-0894 (days) if you require further information.

Yours Truly

M Wiebe

Michael Wiebe
Secretary - EAA Chapter 65
Conference Co-Chairman

THE REGIONAL MUNICIPALITY
OF HAMILTON - WENTWORTH

Office of the Chairman

June 23, 1993

The Honourable Otto Jelinek
Minister of National Revenue
7th floor
Connaught Building
MacKenzie Avenue
Ottawa, Ontario
K1A 0L5

RECEIVED
JUN 28 1993
REGIONAL CLERK'S OFFICE

Re: DUTY-FREE SHOP - HAMILTON AIRPORT

Dear Mr. Minister:

We are pleased to inform you that the present and forecasted international passenger travel through Hamilton Airport has increased and is sufficient to warrant a duty-free shop as per the Liquor Control Board of Ontario (L.C.B.O.). standards. The attached L.C.B.O. approval was granted April 29, 1993.

We are confident that this much valued and needed initiative will help to stimulate economic activity and enhance customer service at the Airport. I respectfully request that consideration and approval be given for the operation of a duty-free shop at Hamilton Airport. Further, we would welcome the opportunity to work with Revenue Canada to facilitate the tender process and obtain valuable input from your staff.

I would be pleased to discuss this important project with you, at your earliest convenience and hope that we can expedite this matter to provide duty-free service to our clients. We look forward to your positive response and working closely with you in the coming months.
Thank you for your time and attention to this matter.

Yours very truly,

R.J. (Reg) Whynott
Regional Chairman

cc. Ms. Sheila Copps, MP
cc. Mr. Stan Keyes, MP
cc. Mrs. Elizabeth Phinney, MP
cc. Mr. Geoff Scott, MP
cc. Mr. W.J. Kempling, MP
cc. Mrs. Shirley Martin, MP
cc. Mr. Bob Mackenzie, MPP
cc. Dr. Richard Allen, MPP
cc. Mr. David Christopherson, MPP
cc. Mr. Brian Charlton, MPP
cc. Mr. Mark Morrow, MPP
cc. Mr. Don Abel, MPP
cc. Members, Airport Management Board
cc. Mr. Gilles Rochon, Director Transportation Division
Revenue Canada

P.O. Box 910, Hamilton, Ontario L8N 3V9
Tel: (416) 546-4200 Fax: (416) 546-2340

RECEIVED JUN 30 1993

Minister of State
Transport

Ministre d'État
Transports

JUN 25 1993
JUIN

Mr. R.J. (Reg) Whynott
Regional Chairman
The Regional Municipality of Hamilton-Wentworth
P.O. Box 910
Hamilton, Ontario
L8N 3V9

Dear ~~Mr.~~ Reg Whynott:

Thank you for your letter of April 14, 1993, concerning the leasing of federal airport lands. I apologize for the delay in responding.

As was hoped, the input received during consultation on the proposed policy for letting of real property proved most useful. A number of excellent suggestions were received, many of which have now been incorporated into the final policy. During the same period, the new *Federal Real Property Act* was promulgated, providing an additional tool with which we were able to approach issues of concern.

Following a full briefing by my departmental officials, the Honourable Jean Corbeil and I reviewed the policy in detail. For your information, I have enclosed a copy of the policy. In general, it now provides aviation tenants with adequate time to amortize and depreciate their investment, an opportunity to extend leases to the extent of the economic life of their improvements while protecting airport requirements, and the right to assign their leasehold interest and effectively postpone vesting without requiring additional capital investment. The policy also offers aviation tenants the right to dispute rental rates at the time of rental rate adjustment or lease renewals.

I believe that the *Policy for Letting of Real Property for Aviation Related Activities* addresses the main concerns expressed by industry and will assist in attracting and retaining airport

.../2

tenants. However, it is recognized that more work on policies related to fair market value is required and I am pleased that my officials will continue their efforts in this area.

I would like to thank you and the Hamilton Region Airport Management Board for your contribution to this important policy initiative.

Yours sincerely,

Shirley

Shirley Martin

Enclosure

POLICY FOR LETTING OF REAL PROPERTY FOR AVIATION RELATED ACTIVITIES

This is a Departmental Policy and does not create any legal rights or obligations.

SUPERSEDES: AK-31-60-000
AK-31-60-001
AK-31-60-100
AK-31-60-301
AK-31-60-302
AK-31-60-303

EFFECTIVE DATE: July 1, 1993

APPROVED BY: S. Tining (AKC)

SIGNATURE: DATE:

Transport Canada Airports
Transports Canada Aéroports
Canada

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INTRODUCTION

POLICY FOR LETTING OF REAL PROPERTY FOR AVIATION RELATED ACTIVITIES

1. Purpose

This document describes the policy provisions for the letting of airport land for aviation related purposes under the authority of the Minister of Transport as well as for the development of recommendations to Treasury Board for leases, licences and agreements (hereinafter referred to as agreements) which exceed the authority of the Minister.

2. Objective

The objective of this policy is to outline the policy provisions to be used for the letting of airport land to aviation related businesses. The encouragement of high quality aviation related activities will create additional value for each airport through the tenants' business ideas, quality of service and market development of aviation related activities.

3. Application & Authority

Land at all Transport Canada owned airports, whether managed by Transport or under a management contract, is let pursuant to the Federal Real Property Act, the Federal Real Property Regulations and the policies contained within the Treasury Board Manual on Real Property Management. Pursuant to the Act, Regulations and Treasury Board policies, the Minister of Transport has the authority to grant agreements to use or occupy such lands. Airports owned by Transport Canada but leased to others are excluded.

4. References

Treasury Board Real Property Management Manual

1. DEFINITIONS:

1.1 Airside

The "Airside" is defined as the movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled.

1.2 Aviation Related Activities

"Aviation related activities" are defined as those activities which require land which is adjacent to the airside or for which access to airside is required but which do not need to be physically adjacent to the airside.

1.3 Capital Improvements

A "Capital Improvement" is defined as:

a) Initial construction or expansion;

b) Construction or expansion which extends the economic life of the existing improvements and which adds significant economic value to the existing improvements.

1.4 Economic Life

The "Economic Life" is defined as the period over which improvements to real property continue to be able to be used profitably in their current use and contribute to property value.

1.5 Remaining Economic Life

The "Remaining Economic Life" is defined as the number of years remaining in the economic life of the structure and improvements, as of the date of the inspection, during which period the improvements can be expected to continue to contribute to the property's value.

2. REQUIREMENT FOR AN AGREEMENT

No person, company or any other legal entity shall be permitted to occupy or use any land or any space unless there is an executed agreement which provides specific written authority for the occupancy or use of such land or space.

3. PRIORITY FOR LETTING OF AVIATION RELATED LAND

A competitive process, whereby offers are solicited to ensure that letting opportunities at airports are provided in a fair and open manner that recognizes the need for the public to be given an opportunity to occupy or use airport real property, shall be used when there is a shortage of airport land available for commercial or industrial development or there is demand by more than one party for a site.

Where the requirement to use the competitive process, as described above, does not apply, the letting of land for aviation related activities may be on a first come, first served basis providing that the appropriate general public for that airport is made aware of the availability of lands.

4. COMPATIBILITY WITH AIRPORT PLANS

Prior to the letting of any parcel of land, airport officials must ensure that the proposal and relevant airport plans are congruous. Relevant airport plans may include:

a) Airport Master Plan,
b) Airport Land Use Plan,
c) Commercial Development Plan, or
d) Subdivision Plan.

5. ORIGINAL AGREEMENT

5.1 LENGTH OF TERM

Each agreement is to be for a specific term:

a) The term must be consistent with departmental program objectives.

b) The term should be determined on the basis of the time normally permitted by chartered banks in Canada to amortize loans and mortgages for the original capital improvements the tenant will make to the real property

plus

the additional time, if any, required to depreciate the capital investment the tenant will make in original improvements on the land.

The above noted criteria must only be applied to set the term at the beginning of the agreement. The term should only be extended under the criteria set out in Sections 5.2.1 and 5.2.2.

5.2 EXTENSIONS

5.2.1 Capital Improvements

A tenant who desires to invest, during the term of an agreement, additional capital for improvements on the airport lands in addition to the original improvements contemplated in any such agreement may request an extension to provide a sufficient period of time to amortize and depreciate the additional capital invested. The term of an agreement will be considered for an extension (taking into account the balance of the term remaining at the time of application) when **all** of the following conditions are met:

a) The same "use" continues and is congruous with departmental program objectives, airport requirements, and airport planning;

b) It has been determined, to the extent possible, that such an extension would not jeopardize reasonable competitive access at the expiry date;

c) The tenant has observed all terms and conditions of the initial agreement and is in good standing with the Department;

d) The original improvements have been maintained in good operational order and continue to comply with all obstacle limitation surfaces, appropriate lines-of-sight, and the prevention of interference with electronic aeronautical equipment; and

e) At the time of extension, the Department will update the agreement to include current standard clauses.

5.2.2 No Capital Improvements

A tenant who is operating an aviation related activity at a specific airport, may, at the end of the term or any extensions thereto of the agreement, request an extension if there is remaining economic life in the existing improvements. The term of an agreement will be considered for an extension when all of the following conditions are met:

a) The same "use" continues and is congruous with departmental program objectives, airport requirements, and airport planning;

b) It has been determined, to the extent possible, that such an extension would not jeopardize reasonable competitive access at the expiry date;

c) The tenant has observed all terms and conditions of the initial agreement and is in good standing with the Department;

d) The original improvements have been maintained in good operational order and continue to comply with all obstacle limitation surfaces, appropriate lines-of-sight, and the prevention of interference with electronic aeronautical equipment;

e) At the time of extension, the Department will update the agreement to include current standard clauses.

The maximum allowable term of each extension under 5.2.2 is the remaining economic life of the improvements or 20 years, whichever is shorter.

5.3 DETERMINATION OF FINANCIAL CONSIDERATION

Financial consideration will consist of

a) **Market Rent - Land**

All new agreements, and their extensions and renewals must include the full market value rent for the land.

b) **or a combination of Base Rent and Percentage Rent, if applicable**

In some cases, it may be more appropriate to determine market rent as a combination of an established base rent plus a percentage rent, which when combined, would provide a market rent for the land.

c) **and Airport Maintenance Charge:**

All new agreements, and their extensions and renewals must include the full Airport Maintenance Charge as set out in the Airport Maintenance Charge Policy, unless specifically exempted in the Airport Maintenance Charge Policy.

6. LAND WITH VESTED IMPROVEMENTS

Any improvements made to the land shall, upon termination of the agreement and any extensions to it, be vested in the Crown, unless otherwise provided for in the agreement. Termination may be for any reason, ie. normal expiry, default, cancellation, etc.

Where appropriate, the agreement should include a provision that, at the option of the Department, the tenant is to remove all improvements and to restore the land to its unimproved condition at the end of the term.

6.1 LENGTH OF TERM

6.1.1 No Capital Improvements

An original term of up to five years may be considered where all of the following conditions are met:

a) The "use" is congruous with departmental program objectives, airport requirements and airport planning and

b) If the proposed tenant is already an airport tenant, the tenant must be in good standing with the Department

6.1.2 Capital Improvements

An original term greater than five years, based on the principles outlined in 5.2.1, may be given where there is approved capital investment in improvements, and all of conditions outlined in 5.2.1 are met.

6.2 EXTENSIONS

A tenant who desires to invest, during the term of the vested improvements agreement, additional capital for improvements on the airport lands may request an extension to provide a sufficient period of time to amortize and depreciate the capital invested. The term of the vested improvements agreement will be considered for an extension (taking into account the balance of the term remaining at the time of application) when all of the conditions outlined in Section 5.2.1 are met.

6.3 DETERMINATION OF FINANCIAL CONSIDERATION

Financial consideration will consist of:

a) Market Rent for Land and Improvements

All new agreements, and their extension and renewals, must include the full market value rent for the land and all improvements, which were in place on the commencement date of the agreement.

b) or a combination of Base Rent and Percentage Rent, if applicable

In some cases, it may be more appropriate to determine market rent as a combination of an established base rent plus a

percentage rent, which when combined, would provide a market rent for the land, buildings and all other improvements.

c) and Airport Maintenance Charge

All new agreements, and their extensions and renewals must include the full Airport Maintenance Charge as set out in the Airport Maintenance Charge Policy, unless specifically exempted in the Airport Maintenance Charge Policy.

7. DISPUTE OF RENTAL RATES

At times of rental rate adjustments or lease renewals, the tenant has the right to dispute the market value of the property in accordance with the rent dispute resolution process set out in the agreement.

In the situations where an agreement has a term greater than five years and does not contain a rent dispute resolution process, the tenant will be offered the right to dispute :

a) the market value of the land and the depreciated replacement cost of the buildings, if applicable or

b) the market rent for land and buildings, if applicable.

8. YEAR-TO-YEAR PLEASURE AGREEMENTS

For year-to-year pleasure agreements, the rental rate must be reviewed annually to reflect the current market value rental rate or $500 per annum, whichever is greater, on the anniversary date. There may be no right to dispute any factor used to determine the rental rate.

9. ASSIGNMENT

A tenant may assign the leasehold interest to another aviation-related concern, subject to the Minister's consent to the assignment. An administration fee of $500 may be charged for the giving of consent to an assignment.

10. CONNECTION TO SERVICES

10.1 Water, Sewage and Power

If connection to utilities is required by the tenant, it will be the tenant's responsibility to connect to the nearest trunk or lateral line for water, sewer, power and any other utility. This will be done at the tenant's expense.

10.2 Aircraft Taxiway Access

If taxiway access is required by the tenant and is approved by the Department, it will be the tenant's responsibility to connect to the aircraft taxiway. This will be done at the tenant's expense.

10.3 Roadway Access

If stub roadway access is required and is approved by the Department, it will be the tenant's responsibility to connect to any airport roadway. This will be done at the tenant's expense.

10.4 Credit for Provision of Services by Tenant

In the event that the tenant accepts a serviced rental rate but the Department is not able to fund services which it would ordinarily supply and the tenant provides funding for such services, the Department will consider the amount of the investment as a factor in determining either the rent or the length of term.

11. RIGHT OF FIRST REFUSAL

A Right of First Refusal is a right granted to an existing tenant to match an offer, made by a third party, to lease, license or enter into an agreement on a described parcel of land.

A "right of first refusal" shall not be granted.

12. OPTION TO USE OR OCCUPY

An Option to Use or Occupy is a unilateral right granted to an existing or potential tenant which permits, but does not require, the tenant to enter into an agreement for a described parcel of land for a stipulated period of time, in accordance with specific terms.

An option to use or occupy aviation related land may only be considered when all of the following conditions have been met:

a) There is sufficient land available to accommodate other parties interested in commercial or industrial development at the airport;

b) The purpose for which the optioned land is to be used and the relevant plans for that area are congruous; and

c) The use of the optioned land will be restricted to aviation related purposes.

The following parameters will apply to all options:

a) The full market value of the option will be assessed;

b) An option can only be granted to a maximum of 120 days;

c) To exercise an option, an agreement must be executed within the option term;

d) The term and financial consideration of the agreement, which is negotiated as a result of the option, shall be determined in accordance with this policy; and

e) While Transport Canada has no further obligation at the expiration of the option period, additional option periods may be considered.

CONSENT AGENDA MATERIAL

2.1

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 August 30

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Delivery Services Agreement - Licence - Canada Post Corporation
(AIR 93-042)

RECOMMENDATION:

a) That the application of Canada Post Corporation to install community mailboxes and provide direct delivery service to the Hamilton Airport, be approved, subject to the following:

i) That the applicant enter into a Delivery Services Agreement Licence with the Region, in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

ii) That the Region grant the applicant the exclusive use and occupation of the Licensed Area for and during the term of fifteen (15) years to be computed from and after the execution of the Licence by Canada Post Corporation.

iii) That upon expiration of the Term, this Licence shall automatically renew for successive and consecutive periods of one (1) year upon all the same terms and conditions as contained in this Licence unless the Region shall have given Canada Post Corporation not less than one year's prior written notice of termination.

iv) That a 90-day termination clause be included in the Licence for both parties;

v) That this Licence shall not create or be deemed to create, or be construed so as to create any estate in the Hamilton Airport lands.

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Delivery Services Agreement Licence on behalf of the Region.



S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The Delivery Service Agreement Licence has been reviewed by our Legal Services Department and prior to the execution of the document it is recommended that the Licence be approved in a form satisfactory to the Commissioner of Legal Services and Transport Canada.

The Airport General Manager's office has been advised that no cost will be incurred for the installation and delivery service.

BACKGROUND:

Canada Post Corporation will be incorporating community mailboxes within the Township of Glanbrook. As part of Hamilton Airport is located within the Township of Glanbrook boundaries, these mailboxes will be installed at the airport as well.

In order to install these community mailboxes and provide direct mail delivery to Hamilton Airport, Canada Post Corporation requires a Delivery Services Agreement Licence.

Canada Post Corporation has advised the Airport General Manager's office that the installation and start-up date is set for the week of September 13, 1993.

cc: J. Fudge, Legal Services Department
M. Thompson, Airport Lease/Invoice Co-ordinator

2.2

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 August 27
060-012

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

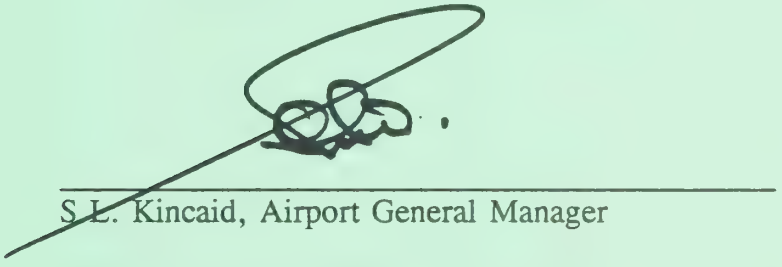
FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Canadian Warplane Heritage Museum Hangar Replacement Project
(AIR 93-041)

RECOMMENDATION:

a) That the Terms of Reference for a Project Manager to assist in Canadian Warplane Heritage Museum Hangar Replacement Project attached to Report AIR 93-041 be received.

b) That Cy Armstrong & Associates, Municipal Consulting, be hired on a contract basis for part-time service as the Project Manager at a cost not to exceed $9,000.00 using Contractual Services Account No. 1-56901-344101.



S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Funds are allocated in the 1993 Regional Airport Budget in an account entitled "Contractual Services".

BACKGROUND:

On February 15, 1993, Canadian Warplane Heritage Museum experienced a devastating fire causing a loss of several museum aircraft and part of the hangar. During discussions between the Regional Chairman, Chief Administrative Officer and the Airport General Manager it was

concluded that to assist the CWH Museum with the Hangar Replacement Project, the Regional Municipality of Hamilton-Wentworth will engage a Project Manager to assist in identifying options and determining an action plan for the Museum. Cy Armstrong & Associates, Municipal Consulting, have been selected as a suitable firm for this activity.

cc: T. Bradley, Manager of Purchasing

TERMS OF REFERENCE
FOR
PROJECT MANAGER
TO ASSIST
IN CANADIAN WARPLANE HERITAGE MUSEUM
HANGAR REPLACEMENT PROJECT

1. The Project Manager will be hired by the Regional Municipality of Hamilton-Wentworth on a contract basis for part-time service. The contract will be administered by the Airport General Manager (APGM).

2. The Project Manager will report directly to the General Manager of the Canadian Warplane Heritage Museum (CWH GM). Contract time to be spent by the Project Manager will be only as authorized by the APGM in advance after consultation with the CWH GM.

3. Office accommodations and administrative support for the Project Manager will be as agreed between the APGM and CWH GM.

4. Specific duties of the Project Manager shall include but are not limited to the following:

   a) Preparation of project options for consideration by the CWH Board of Directors;

   b) Liaison with the APGM and Airport Management Board concerning project options;

   c) Development of an action plan to achieve the desired option;

   d) Liaison with senior governments concerning their involvement with the project;

   e) Liaison with architects, developers, engineers, consultants, and others necessary to realize the project;

   f) Preparation of the final submission to the CWH Board of Directors, Airport Management Board and Transport Canada's Land Use Committee for approval; and

   g) Liaison with the CWH fund raising committee for the project.

5. These Terms of Reference shall only be modified with the joint approval of the APGM and CWH GM.

S.L. KINCAID
APGM

J. E. EVANS
CWH GM

2.3(a)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 August 11

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Policy for Letting of Real Property for Aviation Related Activities - Transport Canada (AIR 93-037)

S.L. Kincaid, Airport General Manager

BACKGROUND:

The Hamilton Region Airport Management Board at its meeting of July 8, 1993 approved the following recommendations:

a) That the correspondence from the Honourable Shirley Martin, Minister of State for Transport, enclosing the "Policy for Letting of Real Property for Aviation Related Activities" be received;

b) That a report be presented to the Board at its September meeting, following review of the above-mentioned policy by the Airport General Manager.

Please refer to the enclosed Policy. To summarize, the Policy now provides aviation tenants with adequate time to amortize and depreciate their investment, an opportunity to extend leases to the extent of the economic life of their improvements while protecting airport requirements, and the right to assign their leasehold interest and effectively postpone vesting without requiring additional capital investment. The policy also offers aviation tenants the right to dispute rental rates at the time of rental rate adjustment or lease renewals (as in the past).

The comments on the Draft Policy previously sent by the Airport Management Board to Transport Canada have assisted Transport Canada officials in the completion of this final "Policy for Letting of Real Property for Aviation Related Activities". This new Policy is beneficial to all aviation tenants.

SLK/jf

POLICY FOR LETTING OF REAL PROPERTY FOR AVIATION RELATED ACTIVITIES

This is a Departmental Policy and does not create any legal rights or obligations.

SUPERSEDES: AK-31-60-000
AK-31-60-001
AK-31-60-100
AK-31-60-301
AK-31-60-302
AK-31-60-303

EFFECTIVE DATE: July 1, 1993

APPROVED BY: S. Tining (AKC)

SIGNATURE: DATE:

Transport Canada Airports
Transports Canada Aéroports
Canada

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INTRODUCTION

POLICY FOR LETTING OF REAL PROPERTY FOR AVIATION RELATED ACTIVITIES

1. Purpose

This document describes the policy provisions for the letting of airport land for aviation related purposes under the authority of the Minister of Transport as well as for the development of recommendations to Treasury Board for leases, licences and agreements (hereinafter referred to as agreements) which exceed the authority of the Minister.

2. Objective

The objective of this policy is to outline the policy provisions to be used for the letting of airport land to aviation related businesses. The encouragement of high quality aviation related activities will create additional value for each airport through the tenants' business ideas, quality of service and market development of aviation related activities.

3. Application & Authority

Land at all Transport Canada owned airports, whether managed by Transport or under a management contract, is let pursuant to the Federal Real Property Act, the Federal Real Property Regulations and the policies contained within the Treasury Board Manual on Real Property Management. Pursuant to the Act, Regulations and Treasury Board policies, the Minister of Transport has the authority to grant agreements to use or occupy such lands. Airports owned by Transport Canada but leased to others are excluded.

4. References

Treasury Board Real Property Management Manual

1. DEFINITIONS:

1.1 Airside

The "Airside" is defined as the movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled.

1.2 Aviation Related Activities

"Aviation related activities" are defined as those activities which require land which is adjacent to the airside or for which access to airside is required but which do not need to be physically adjacent to the airside.

1.3 Capital Improvements

A "Capital Improvement" is defined as:

a) Initial construction or expansion;

b) Construction or expansion which extends the economic life of the existing improvements and which adds significant economic value to the existing improvements.

1.4 Economic Life

The "Economic Life" is defined as the period over which improvements to real property continue to be able to be used profitably in their current use and contribute to property value.

1.5 Remaining Economic Life

The "Remaining Economic Life" is defined as the number of years remaining in the economic life of the structure and improvements, as of the date of the inspection, during which period the improvements can be expected to continue to contribute to the property's value.

2. REQUIREMENT FOR AN AGREEMENT

No person, company or any other legal entity shall be permitted to occupy or use any land or any space unless there is an executed agreement which provides specific written authority for the occupancy or use of such land or space.

3. PRIORITY FOR LETTING OF AVIATION RELATED LAND

A competitive process, whereby offers are solicited to ensure that letting opportunities at airports are provided in a fair and open manner that recognizes the need for the public to be given an opportunity to occupy or use airport real property, shall be used when there is a shortage of airport land available for commercial or industrial development or there is demand by more than one party for a site.

Where the requirement to use the competitive process, as described above, does not apply, the letting of land for aviation related activities may be on a first come, first served basis providing that the appropriate general public for that airport is made aware of the availability of lands.

4. COMPATIBILITY WITH AIRPORT PLANS

Prior to the letting of any parcel of land, airport officials must ensure that the proposal and relevant airport plans are congruous. Relevant airport plans may include:

a) Airport Master Plan,
b) Airport Land Use Plan,
c) Commercial Development Plan, or
d) Subdivision Plan.

5. ORIGINAL AGREEMENT

5.1 LENGTH OF TERM

Each agreement is to be for a specific term:

a) The term must be consistent with departmental program objectives.

b) The term should be determined on the basis of the time normally permitted by chartered banks in Canada to amortize loans and mortgages for the original capital improvements the tenant will make to the real property

plus

the additional time, if any, required to depreciate the capital investment the tenant will make in original improvements on the land.

The above noted criteria must only be applied to set the term at the beginning of the agreement. The term should only be extended under the criteria set out in Sections 5.2.1 and 5.2.2.

5.2 EXTENSIONS

5.2.1 Capital Improvements

A tenant who desires to invest, during the term of an agreement, additional capital for improvements on the airport lands in addition to the original improvements contemplated in any such agreement may request an extension to provide a sufficient period of time to amortize and depreciate the additional capital invested. The term of an agreement will be considered for an extension (taking into account the balance of the term remaining at the time of application) when all of the following conditions are met:

a) The same "use" continues and is congruous with departmental program objectives, airport requirements, and airport planning;

b) It has been determined, to the extent possible, that such an extension would not jeopardize reasonable competitive access at the expiry date;

c) The tenant has observed all terms and conditions of the initial agreement and is in good standing with the Department;

d) The original improvements have been maintained in good operational order and continue to comply with all obstacle limitation surfaces, appropriate lines-of-sight, and the prevention of interference with electronic aeronautical equipment; and

e) At the time of extension, the Department will update the agreement to include current standard clauses.

5.2.2 No Capital Improvements

A tenant who is operating an aviation related activity at a specific airport, may, at the end of the term or any extensions thereto of the agreement, request an extension if there is remaining economic life in the existing improvements. The term of an agreement will be considered for an extension when all of the following conditions are met:

a) The same "use" continues and is congruous with departmental program objectives, airport requirements, and airport planning;

b) It has been determined, to the extent possible, that such an extension would not jeopardize reasonable competitive access at the expiry date;

c) The tenant has observed all terms and conditions of the initial agreement and is in good standing with the Department;

d) The original improvements have been maintained in good operational order and continue to comply with all obstacle limitation surfaces, appropriate lines-of-sight, and the prevention of interference with electronic aeronautical equipment;

e) At the time of extension, the Department will update the agreement to include current standard clauses.

The **maximum** allowable term of each extension under 5.2.2 is the remaining economic life of the improvements or 20 years, whichever is **shorter**.

5.3 DETERMINATION OF FINANCIAL CONSIDERATION

Financial consideration will consist of

a) Market Rent - Land

All new agreements, and their extensions and renewals must include the full market value rent for the land.

b) or a combination of Base Rent and Percentage Rent, if applicable

In some cases, it may be more appropriate to determine market rent as a combination of an established base rent plus a percentage rent, which when combined, would provide a market rent for the land.

c) and Airport Maintenance Charge:

All new agreements, and their extensions and renewals must include the full Airport Maintenance Charge as set out in the Airport Maintenance Charge Policy, unless specifically exempted in the Airport Maintenance Charge Policy.

6. LAND WITH VESTED IMPROVEMENTS

Any improvements made to the land shall, upon termination of the agreement and any extensions to it, be vested in the Crown, unless otherwise provided for in the agreement. Termination may be for any reason, ie. normal expiry, default, cancellation, etc.

Where appropriate, the agreement should include a provision that, at the option of the Department, the tenant is to remove all improvements and to restore the land to its unimproved condition at the end of the term.

6.1 LENGTH OF TERM

6.1.1 No Capital Improvements

An original term of up to five years may be considered where all of the following conditions are met:

a) The "use" is congruous with departmental program objectives, airport requirements and airport planning and

b) If the proposed tenant is already an airport tenant, the tenant must be in good standing with the Department

6.1.2 Capital Improvements

An original term greater than five years, based on the principles outlined in 5.2.1, may be given where there is **approved** capital investment in improvements, and all of conditions outlined in 5.2.1 are met.

6.2 EXTENSIONS

A tenant who desires to invest, during the term of the vested improvements agreement, additional capital for improvements on the airport lands may request an extension to provide a sufficient period of time to amortize and depreciate the capital invested. The term of the vested improvements agreement will be considered for an extension (taking into account the balance of the term remaining at the time of application) when **all** of the conditions outlined in Section 5.2.1 are met.

6.3 DETERMINATION OF FINANCIAL CONSIDERATION

Financial consideration will consist of:

a) Market Rent for Land and Improvements

All new agreements, and their extension and renewals, must include the full market value rent for the land and all improvements, which were in place on the commencement date of the agreement.

b) or a combination of Base Rent and Percentage Rent, if applicable

In some cases, it may be more appropriate to determine market rent as a combination of an established base rent plus a

percentage rent, which when combined, would provide a market rent for the land, buildings and all other improvements.

c) **and Airport Maintenance Charge**

All new agreements, and their extensions and renewals must include the full Airport Maintenance Charge as set out in the Airport Maintenance Charge Policy, unless specifically exempted in the Airport Maintenance Charge Policy.

7. DISPUTE OF RENTAL RATES

At times of rental rate adjustments or lease renewals, the tenant has the right to dispute the market value of the property in accordance with the rent dispute resolution process set out in the agreement.

In the situations where an agreement has a term greater than five years and does not contain a rent dispute resolution process, the tenant will be offered the right to dispute :

a) the market value of the land and the depreciated replacement cost of the buildings, if applicable or

b) the market rent for land and buildings, if applicable.

8. YEAR-TO-YEAR PLEASURE AGREEMENTS

For year-to-year pleasure agreements, the rental rate must be reviewed annually to reflect the current market value rental rate or $500 per annum, whichever is greater, on the anniversary date. There may be no right to dispute any factor used to determine the rental rate.

9. ASSIGNMENT

A tenant may assign the leasehold interest to another aviation-related concern, subject to the Minister's consent to the assignment. An administration fee of $500 may be charged for the giving of consent to an assignment.

10. CONNECTION TO SERVICES

10.1 Water, Sewage and Power

If connection to utilities is required by the tenant, it will be the tenant's responsibility to connect to the nearest trunk or lateral line for water, sewer, power and any other utility. This will be done at the tenant's expense.

10.2 Aircraft Taxiway Access

If taxiway access is required by the tenant and is approved by the Department, it will be the tenant's responsibility to connect to the aircraft taxiway. This will be done at the tenant's expense.

10.3 Roadway Access

If stub roadway access is required and is approved by the Department, it will be the tenant's responsibility to connect to any airport roadway. This will be done at the tenant's expense.

10.4 Credit for Provision of Services by Tenant

In the event that the tenant accepts a serviced rental rate but the Department is not able to fund services which it would ordinarily supply and the tenant provides funding for such services, the Department will consider the amount of the investment as a factor in determining either the rent or the length of term.

11. RIGHT OF FIRST REFUSAL

A Right of First Refusal is a right granted to an existing tenant to match an offer, made by a third party, to lease, license or enter into an agreement on a described parcel of land.

A "right of first refusal" shall not be granted.

12. OPTION TO USE OR OCCUPY

An Option to Use or Occupy is a unilateral right granted to an existing or potential tenant which permits, but does not require, the tenant to enter into an agreement for a described parcel of land for a stipulated period of time, in accordance with specific terms.

An option to use or occupy aviation related land may only be considered when all of the following conditions have been met:

a) There is sufficient land available to accommodate other parties interested in commercial or industrial development at the airport;

b) The purpose for which the optioned land is to be used and the relevant plans for that area are congruous; and

c) The use of the optioned land will be restricted to aviation related purposes.

The following parameters will apply to all options:

a) The full market value of the option will be assessed;

b) An option can only be granted to a maximum of 120 days;

c) To exercise an option, an agreement must be executed within the option term;

d) The term and financial consideration of the agreement, which is negotiated as a result of the option, shall be determined in accordance with this policy; and

e) While Transport Canada has no further obligation at the expiration of the option period, additional option periods may be considered.

2.3(b)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 August 11
120-001

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Second Quarter Report - Passenger Totals 1992/1993
(AIR 93-035)

S.L. Kincaid, Airport General Manager

BACKGROUND:

Attached to this report is the Hamilton Airport Passenger Embarkation Totals for 1992 and 1993.

The total figures represent passengers departing from this airport only. For passengers embarking and disembarking the total should be doubled.

You will note that the total passenger embarkation for the second quarter of 1993 is 12,698 as compared to 11,026 for 1992, an increase of 1,672.

HAMILTON AIRPORT PASSENGER EMBARKATION TOTALS

1992

Airline	Jan 92	Feb 92	Mar 92	Apr 92	May 92	Jun 92	Jul 92	Aug 92	Sept 92	Oct 92	Nov 92	Dec 92	Totals
USAir Express	901	1059	1372	1153	1135	871	789	787	904	1024	1060	1086	12141
Air Laurentian	395	484	453	492	492	378	256	285	456	506	415	352	4964
Pem Air	164	152	178	175	263	294	186	171	375	248	208	187	2601
Northwest Airlink	0	0	0	0	135	480	305	312	419	578	458	514	3201
Suntrek	0	0	0	0	0	0	0	0	0	510	1242	1500	3252
Totals	1460	1695	2003	1820	2025	2023	1536	1555	2154	2866	3383	3639	26159

1993

Airline	Jan 93	Feb 93	Mar 93	Apr 93	May 93	Jun 93	Jul 93	Aug 93	Sept 93	Oct 93	Nov 93	Dec 93	Totals
USAir Express	1111	1209	1292	1181	1125	1071	0	0	0	0	0	0	6989
Air Laurentian	358	343	505	474	484	504	0	0	0	0	0	0	2668
Pem Air	198	167	142	0	0	0	0	0	0	0	0	0	507
Northwest Airlink	467	412	472	422	360	401	0	0	0	0	0	0	2534
Totals	2134	2131	2411	2077	1969	1976	0	0	0	0	0	0	12698

2.3(c)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 August 12
050-007.1

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Second Quarter Report - Aircraft Landing, Parking and Emergency Response Fees 1992/1993 (AIR 93-038)

S.L. Kincaid, Airport General Manager

BACKGROUND:

Attached to this report is the Hamilton Airport Comparative Analysis - Aircraft Landing, Parking and Emergency Response Services Fees for 1992/1993.

You will note that the total revenue for aircraft landing, parking and emergency response services fees up to June 1993 is $284,045.0 a year-to-date decrease of 4.3%.

SLK/jf

COMPARATIVE ANALYSIS - LANDING FEE REVENUES

1992	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS	BUDGET	VARIANCE
45028-343199 CFR	$126.00	$217.00	$215.00	$2,332.00	$2,045.40	$708.00	$2,322.00	$2,029.94	$2,875.18	$958.00	$405.00	$0.00	$14,233.52	$15,000.00	($766.48)
45030-343199 PARKING	$4,401.62	$4,419.05	$5,125.08	$5,637.59	$4,781.14	$4,996.61	$3,687.57	$3,506.56	$3,755.30	$3,697.34	$3,839.23	$3,449.89	$51,296.98	$40,000.00	$11,296.98
45032-343199 AIRLINE-DOMEST	$10,429.81	$10,032.11	$13,633.09	$11,958.15	$11,084.57	$11,278.00	$17,063.78	$13,056.08	$14,493.71	$14,752.49	$15,361.77	$15,808.73	$158,952.29	$160,000.00	($1,047.71)
45033-343199 AIRLINE-INT'L	$10,995.90	$9,954.82	$11,425.34	$14,558.72	$14,086.72	$16,408.38	$15,503.08	$15,920.92	$16,390.26	$18,327.30	$19,388.82	$21,321.20	$184,281.46	$150,000.00	$34,281.46
45034-343199 OTHER-DOMESTI	$7,242.02	$8,816.61	$9,425.24	$8,485.19	$8,313.81	$8,998.52	$4,936.86	$4,341.31	$3,367.18	$3,958.97	$3,775.98	$3,947.73	$75,609.42	$90,000.00	($14,390.58)
45035-343199 OTHER-INT'L	$5,922.97	$1,166.08	$2,002.60	$4,402.60	$2,388.00	$4,232.24	$2,946.00	$2,504.53	$1,161.16	$1,459.48	$2,036.52	$1,629.84	$31,852.02	$20,000.00	$11,852.02
SUBTOTAL	$39,118.52	$34,605.67	$41,826.35	$47,574.25	$42,699.64	$46,621.75	$46,459.29	$41,359.34	$42,042.79	$43,153.58	$44,807.32	$46,157.39	$516,225.69	$475,000.00	$41,225.69
45137-343199 10% ADMIN	$3,911.83	$3,460.57	$4,182.64	$4,757.43	$4,269.98	$4,662.18	$4,645.93	$4,135.92	$4,204.30	$4,315.36	$4,480.73	$4,615.74	$51,622.61	$40,000.00	($8,377.39)
22836-011 7% GST	$3,012.11	$2,664.64	$3,220.63	$3,647.82	$3,287.88	$3,589.88	$3,577.36	$3,130.97	$2,984.73	$3,322.83	$3,450.15	$3,554.12	$39,443.12	N/A	
GRAND TOTALS	$46,042.26	$40,730.88	$49,229.62	$55,979.50	$50,257.50	$54,873.81	$54,682.58	$48,626.23	$49,231.82	$50,791.77	$52,738.20	$54,327.25	$607,291.42	$535,000.00	$72,291.42

1993															
45028-343199 CFR	$623.00	$157.00	$2,395.00	$2,522.28	$3,061.00	$1,089.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$9,847.28	$15,000.00	($5,152.72)
45030-343199 PARKING	$3,579.87	$3,145.29	$2,485.62	$2,692.61	$2,738.22	$3,309.47	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,951.08	$40,000.00	($22,048.92)
45032-343199 AIRLINE-DOMEST	$17,482.55	$15,621.31	$13,815.79	$16,956.54	$18,209.59	$22,055.61	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$104,141.39	$250,000.00	($145,858.61)
45033-343199 AIRLINE-INT'L	$14,807.74	$12,880.90	$13,725.62	$15,852.88	$21,132.34	$16,826.36	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$95,225.84	$167,075.00	($71,849.16)
45034-343199 OTHER-DOMESTI	$477.72	$579.12	$439.34	$1,626.75	$343.24	$731.48	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,197.65	$12,000.00	($7,802.35)
45035-343199 OTHER-INT'L	$1,506.38	$2,162.04	$2,224.94	$1,636.78	$1,324.12	$2,074.28	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,928.54	$31,000.00	($20,071.46)
SUBTOTAL	$38,477.26	$34,545.66	$35,086.31	$41,287.84	$46,808.51	$46,086.20	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$242,291.78	$515,075.00	($272,783.22)
45137-343199 10% ADMIN	$3,847.73	$3,454.57	$3,508.63	$4,128.78	$4,680.86	$4,655.20	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,275.77	$40,000.00	($15,724.23)
22836-011 7% GST	$2,962.75	$2,660.03	$2,635.46	$3,179.16	$3,604.25	$2,435.86	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,477.51	N/A	
GRAND TOTALS	$45,287.74	$40,660.26	$41,230.40	$48,595.78	$55,093.62	$53,177.26	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$284,045.06	$555,075.00	($271,029.94)
NET INCREASE/DECREASE (WITHOUT GST)	($705.16)	($66.01)	($7,414.05)	($6,695.06)	$4,519.75	($542.53)	($51,105.22)	($45,495.26)	($46,247.09)	($47,468.94)	($49,288.05)	($50,773.13)	($301,280.75)	$20,075.00	
% OF INCREASE/DECREASE	-1.64%	-0.17%	-16.11%	-12.85%	9.62%	-1.06%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-53.06%	3.75%	

2.3(a)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 August 25
060-001

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Charter Operation - Galaxy Express Airlines Ltd.
(AIR 93-040)

S.L. Kincaid, Airport General Manager

BACKGROUND:

Galaxy Express Airlines Ltd., a subsidiary of Galaxy Aviation Inc., has requested this office for permission to begin a corporate charter passenger operation out of Hamilton Airport utilizing a Falcon 20 aircraft. The expected start date is September 15, 1993.

The Airport General Manager's office has approved of this charter and has no objection to the commencement of Galaxy Express Airlines' charter operation out of Hamilton Airport.

2.3(e)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 July 29

REPORT TO: Chairman and Members
Hamilton-Wentworth Region Airport Management Board

FROM: Gerry W. Lawson
Treasurer and Commissioner of Finance

SUBJECT: AIRPORT ACCOUNTS RECEIVABLE OVER 90 DAYS
AS AT JULY 29, 1993

G.W. Lawson

BACKGROUND:

Monthly, this report is submitted to the Committee for their information. The attached appendix is a listing of the larger accounts receivable which are at least 90 days overdue as of July 29, 1993.

The total accounts receivable for the Airport is $158,365.07 of which $25,323.72 has been outstanding for more than 90 days. The accounts over $100 are listed on Appendix "A" with comments as to the status of the account and action taken by the Region.

No new accounts have been added since the previous report of June 23, 1993. Five of the accounts in that report have been settled. In addition to the accounts on Appendix "A", there are 21 accounts under $100 outstanding over 90 days with a credit balance of $1,052.37.

APPENDIX "A"

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF FINANCE

Accounts Receivable Over 90 Days
Account: AIRPORT

Customer Number	Customer Name	Total Owed July 29/93	Balance on June 23/93 Over 90 Days	Current Balance Over 90 Days	Comments
217	Mount Hope Cartage	$162.50	$162.50	$162.50	Property taxes outstanding. Proof of Claim filed on May 19/92. Receiver indicates that no funds were available for distribution. Account to be written off with other Regional accounts.
239	Air Charter Systems	$896.70	$896.70	$896.70	Same corporation with two accounts. Landing fees accounts. Company filed proposedpayment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed its Proof of Claim for amount owed. The proposed payment arrangement by the company has failed due to the Canadian regulation which allows only 25% ownership in a Canadian Airline by foreign investors. The potential investor has now withdrawn his offer. The company surrendered its licence and closed its operation. The company's offer was presented in court on June 8/93 for each creditor to accept - 5% of the outstanding balance in full settlement of any indebtness or 10% over a period of one year with 6 payments. The Region chose to accept the 10% settlement offer. Payments will be made from October 1993 to September 1994.
339	World Wide Air Charter Systems	$577.12	$577.12	$577.12	

Customer Number	Customer Name	Total Owed July 29/93	Balance on June 23/93 Over 90 Days	Current Balance Over 90 Days	Comments
269	Hamilton Fire Drum Corps	$1,438.98	$46.12	$18.06	Rental and water charges account, balance owed is for water. Collection being pursued.
280	U.P.S.	$10,980.29	$500.64	$0	Landing fee account. Payment received.
287	Esso	$687.13	$427.95	$(45.38)	Rental account. Payment received June 25/93.
291	Pem-Air Ltd.	$3,155.31	$2,027.81	$3,199.58	Rental/Landing Fees account. Due to cash flow problem, customer is unable to clear account in full. Finance is monitoring payments. As reported previously, the customer had paid $3,800 on June 8/93. Cheque #19416 for $2,000.00 was mailed on July 19/93. Balance to be paid on Aug 15/93 in full.
401	Metro Jet Inc.	$460.31	$460.31	$460.31	Landing fees account. Received approval from Transport Canada to write off this account. Account to be written off with other Regional accounts.
416	Air Niagara Express	$1,033.29	$874.14	$874.14	Landing fees account. In Receivership as of Sept. 26/91. Region filed its Proof of Claim on Nov. 26/91. An undertaking outlining payment plan was received from the Trustee. Payments to be made on the 30th of April each year commencing April 30, 1993, from the profits of the Company. Once the Promissory Note to the secured Creditors is paid in full, then all unsecured Creditors will be paid. A payment of $86.00 received on June 8/93, towards current invoices.

Customer Number	Customer Name	Total Owed July 29/93	Balance on June 23/93 Over 90 Days	Current Balance Over 90 Days	Comments
477	Glanford Aviation	$2,510.50	$573.04	$0	Rental account. Payment received July 6/93.
741	A.I.R. Services	$584.62	$189.79	$384.83	Rental account. Tenant moved out of Airport as of June 30/93. Owner promised to mail 2 postdated cheques but nothing has been received to date. Collection to pursue.
794	Midway Airways	$722.44	$722.44	$722.44	Landing fee account. Company went bankrupt June 1991. Proof of claim filed with Trustees in U.S.A. on Oct. 4/91. Application is pending in Court and Receiver is awaiting decision from the Court before releasing funds available for distribution.
839	Private Jet Exped.	$263.35	$263.35	$263.35	Finance Charges owed. Company moved out of the Airport. Collection being pursued without success. Account to be written off with other Regional accounts.
853	Wings International	$6,357.05	$6,357.05	$6,357.05	Rental account. Collection being pursued by Legal Department through District Court. On March 11/93, Legal had arranged for debtor's examination. Company is dormant. No assets available. Legal is awaiting documentation from one of the shareholders, Mr. Cook, before reporting to us. As previously reported, funds held by the lawyer for Wings International, were taken over by Revenue Canada towards outstanding taxes.

Customer Number	Customer Name	Total Owed July 29/93	Balance on June 23/93 Over 90 Days	Current Balance Over 90 Days	Comments
976	Trans-Prov Airlines	$506.96	$278.46	$429.13	Landing fee account. Company filed for Bankruptcy on March 25/93. Proof of Claim filed on April 14/93.
1020	Air Mark Aviation	$0	$782.39	$0	Landing fee account. Payment received in full on July 16, 1993.
1023	Air Laurentian	$18,441.55	$12,167.08	$12,076.26	Rental/landing fees account. Customer's proposal to pay $1,500.00 each month towards the arrears and $1,680.00 towards the current month's rent was considered by the Airport Management Board at April 8/93 meeting. The Airport decided to work with the customer and their proposed payment schedule, seeking a faster rate of payment during busier summer months. At this rate, the customer hopes to clear the debt by October 1993.
Sub Total		$48,778.10	$27,306.89	$26,376.09	
Accounts Under 90 Days		$109,586.97	0	0	
Accounts Under $100		$ 0	$(1,931.36)	($1,052.37)	
		$158,365.07	$25,375.53	$25,323.72	

2.3(f)

MINUTES OF THE HAMILTON REGION AIRPORT MANAGEMENT BOARD MARKETING SUB-COMMITTEE

The Hamilton Region Airport Management Board Marketing Sub-Committee met at 8:00 a.m. on Wednesday, August 25th, 1993 at the Hamilton Airport Board Room located in the terminal building.

Present:	Chairman K. Gregg J. Mongeon J. Monaco J. Skelton
Absent with regrets:	D. Agostino L. Culver
Also Present:	Messrs. S. Kincaid, N. Catalano Mmes. S. Renshaw, M. Thompson

1. GENERAL

a) **Minutes** of the June 30th, 1993 meeting of the Hamilton Region Airport Management Board Marketing Sub-Committee.

(Mongeon/Monaco)
Be received and adopted as presented. **CARRIED.**

2. BUSINESS ARISING OUT OF THE MINUTES

2.1 1993 Marketing Plan and Budget

Staff informed the Sub-Committee of the procedures involved in the 1993 Budget process and verified all approvals.

2.2 1994 Marketing Implementation Plan

Staff was directed to revise the Proposed 1994 Budget incorporated in the Implementation Plan. This modified Proposed 1994 Budget will further address cargo promotion and maintain the existing passenger/general aviation promotions.

3. DISCUSSION AGENDA

3.1 The Sub-Committee discussed the viability of a full-time Airport Marketing Officer and budget allocation at the Airport as opposed to having allocations from various Regional departments.

The meeting adjourned at 9:40 a.m.

_____
Chairman

_____
Secretary

2.3 (g)

RECEIVED AUG 11 1993

Transport Canada / Transports Canada
Airports / Aéroports
511-4950 Yonge Street
North York, Ontario
M2N 6K1

Your file / Votre référence

Our file / Notre référence
PKZ1590-76

August 4, 1993

Mr. Sam Kincaid
Airport Manager
Hamilton Airport
Mount Hope, Ontario
L0R 1W0

Dear Mr. Kincaid:

Re: Southern Ontario Area Airports Study

Over the last several months, you and/or members of your staff have been very helpful in providing information to consultants from Moncrieff Management and Sypher:Mueller, who are working on behalf of Transport Canada's Southern Ontario Area Airports Study (SOAAS). I would like to take this opportunity to thank you for your time and cooperation.

Drafts of the Moncrieff and Sypher reports have now been completed. Copies of the portions of the reports which relate specifically to your facility are attached for your review. If you have any comments on the accuracy and completeness of the content, please advise Carol McGrath, Manager, Consultation and Inter-governmental Negotiations, SOAAS. Carol may be reached by mail at the address noted above, by fax at (416)954-8208 or by telephone at (416)954-5984. We would appreciate receiving your input by the end of August, so that the reports may be finalized.

The SOAAS group is presently drafting a Systems Option Paper which will explore several preliminary medium and long-term alternatives for the development of an airport system to meet aviation needs in South Central Ontario. The paper is expected to be completed by September, and will form the basis for in-depth discussions with interested airport owners and/or operators. We look forward to the participation of a representative of Hamilton Airport in those discussions.

If you have any questions, please contact Carol McGrath or the undersigned at 954-8200.

Yours truly,

Raul Kavanagh
Director, Southern Ontario Area Airports Study

cc: Mr. Reg Whynott, Chairman, Airport Mgmt Board

News Release / Communiqué

No. 187/93 For release
August 30, 1993

AGREEMENT REACHED WITH CONSORTIUM TO REDEVELOP AND OPERATE TERMINALS 1 AND 2

TORONTO – A general agreement was reached today with the consortium Pearson Development Corporation (PDC) to redevelop and operate Terminals 1 and 2 at Lester B. Pearson International Airport. The redevelopment, which will employ up to 1,000 people on site at any given time, will provide major spinoff benefits for the Greater Metro Toronto economy.

The $700-million terminal development initiative -- the largest ever undertaken at the airport – was announced today by Transport Minister Jean Corbeil and Public Security Minister Doug Lewis. Work will begin this year and will be completed in four phases over several years.

"This multi-year project will make Pearson International Airport an attractive and efficient world-class gateway for Canada and North America," Mr. Corbeil said. "This $700-million investment is in addition to the $400-million project announced earlier to add three runways at the airport."

Mr. Lewis said: "This massive, $1.1-billion investment will provide a good shot in the arm for the Toronto construction industries and a major boost for the regional economy by creating thousands of direct and indirect jobs.

"Pearson International Airport is vital to the economic prosperity of Ontario and Canada. The economic benefits generated by the airport and its development cannot be overstated," he added.

The transfer of the terminals from the federal government to PDC (a consortium of T-3 Ltd. Partnership Investment Inc. and Paxport Inc.) will be finalized this fall under the terms of a 37-year lease which includes an additional 20-year option.

The consortium will be responsible for the development, management and operation of the two terminals and Transport Canada will receive rent based on a percentage of gross revenues.

...2

Mr. Corbeil said: "Today's agreement provides an excellent return to the taxpayers of Canada. It ensures fair and equitable access and costs for the airline industry and it clearly meets the needs of air travellers."

He noted the redevelopment is a key part of the government's comprehensive and integrated development plan for the airport. The plan also includes provisions to improve air traffic management and control and add new runways as well as studies to improve ground transportation.

"I am pleased to report that the agreement provides for the transfer of the 160 affected Transport Canada employees to the consortium under terms consistent with their current employment, pay and benefits," Mr. Corbeil added.

The government's plan for Pearson will ensure that future demands on the airport will be met and that the congestion of the 1980s will not recur.

"The government is committed to working with all those involved with the airport to ensure the Pearson plan is responsive to the needs of local residents, businesses and communities," Mr. Lewis concluded.

Contact: Patrice Miron
Minister's Office, Ottawa
(613) 991-0700

BACKGROUNDER

Pearson Plan

- Lester B. Pearson International Airport experienced severe congestion in the late 1980s. In August 1989, the Minister of Transport announced the Southern Ontario Aviation Strategy to deal with the problems and to plan for the future growth of air travel and aviation.

- The plan stated that Pearson would continue to be the major airport for the area and would be developed to its optimum social, economic, environmental and transportation capacity. Other airports in the area would be developed in the long term under a system-wide plan for southern Ontario in which each airport would fulfil its respective role to meet future aviation demands.

- Implementation of the plan required short-, medium- and long-term measures.

Short Term

- In the short term, various measures such as minimum landing fees and the slot-reservation system were adopted.

- Terminal congestion was alleviated in 1991 with the opening of the private sector's Terminal 3.

Medium Term

- To ensure essential redevelopment of the older Terminals 1 and 2, and high levels of service to the travelling public, private-sector involvement in the management, operation and redevelopment of these terminals was sought. A request for proposals, issued in March 1992, led to today's announcement that Pearson Development Corportion will take over the management and redevelopment of Terminals 1 and 2.

- An assessment of airside capacity needs showed that additional runways were both technically feasible and necessary to meet the medium-term air travel requirements in southern Ontario. A proposal to build three new runways was examined under the environmental assessment and review process and public hearings were held from December 1991 to February 1992.

...2

- On Feb. 18, 1993, the Minister of Transport announced Transport Canada would proceed immediately with plans to construct the new north/south runway and that the two east/west runways would be built as demand warranted.

- On Aug. 4 this year, the Minister released a request for proposals to increase Pearson's runway capacity. Proponents were invited to submit proposals to design, finance, construct, manage and operate the runways under a long-term lease. Proponents have until Nov. 2 to submit proposals. In the meantime, preliminary construction has begun and some tenders have been awarded. (see attached list)

Long Term

- Long-term planning continues under the terms of the 1989 strategy. The Pearson master plan is being updated to determine how development should proceed. The Southern Ontario Area Airports Study will review the development strategy for other airports in southern Ontario in coordination with the master plan. Both studies will be subject to public review.

- Transport Canada and the Ontario Ministry of Transportation have begun an area transportation study to identify the integrated ground transportation improvements required to serve Pearson and the surrounding areas for the next 30 years. The final report, which should be available shortly, will address the need for rapid transit and the road network that will be required to keep the airport functioning.

Related Issues

- Recruitment and training programs are in place to ensure that a full complement of air traffic controllers will be in place by June 1994 at the airport.

- A new, fully-representative community consultative committee will hold its first meeting soon to improve communications with the surrounding communities. This committee, along with the Mississauga Noise Management Authority, other forums and a continuing series of open houses and community days, will be used to consult with the public on current airport operations and noise management, as well as future changes resulting from airport development.

...3

- A replacement noise-monitoring system, which will provide more accurate noise measurement, tracking of aircraft and speedier identification of noise violators, was installed in February 1991. It will become fully operational when radar data from the Radar Modernization Project installations are available.

AIRSIDE DEVELOPMENT PROJECT
PRELIMINARY WORKS PROGRAM
1993/94

Package	Contract	Status	Contract Value	Date Awarded	Contractor
1	Supply and Stockpile Granular Materials	Under construction	$3,865,500	June 10, 1993	Dufferin Construction Company, Oakville, Ont.
2	Replace 30KV Feeder Cables	Under construction	$238,500	June 24, 1993	Power Cable Installations (Toronto) Limited, Agincourt, Ont.
3	New Remote Receive Site Grading	Under construction	$85,800	Aug. 16, 1993	Rocky River Construction Limited, Concord, Ont.
4	New Remote Receiver Building	To be tendered			
5	New DVOR/DME Trailer	To be tendered			
6	New DVOR/DME Site	To be tendered			
7	New Concrete Duct Banks	Tenders closed August 19, 1993			
8	Supply and Install Box Culvert	Under construction	$1,335,675	Aug. 23, 1993	G.E. Crandell Construction Limited, Thornton, Ont.
9	Relocate Britannia Road	Under construction	$4,183,048	Aug. 18, 1993	Gazzola Paving Limited, Concord, Ont.
10	Britannia Road Underpass	Tender closes August 31, 1993			
11	Construct New Airside Road	Award	$1,927,180	Aug. 28, 1993	Sonterlan Construction Corp., Concord, Ont.
12	Relocate/Install Utilities	Tender closes September 9, 1993			
13	Security Fencing and Security	To be tendered			

25/08/93

BACKGROUNDER

Terminal 1 and 2 Deal

- The Government of Canada has reached agreement with Pearson Development Corporation (PDC) on the major issues relating to the transfer of Terminals 1 and 2 and will enter into a legal agreement with the consortium for the long-term management, operation and redevelopment of the terminals.

- The major agreements defining the arrangements between Transport Canada and PDC include: the ground lease, option to lease, development agreement, management and operations agreement, employee transfer agreement and management and services agreement.

1. The Ground Lease

    - There will be a 37-year lease with an option to lease for a further 20 years.

    - The government will be paid rent on the basis of the higher of a fixed minimum amount or a percentage of gross revenues.

    - The fixed minimum amount of rent to be paid to the government in the first year of the lease is $28 million. This value then escalates to account for inflation and passenger growth. It will also increase in the future as PDC's gross revenues grow.

    - The government now receives $23.6 million in net revenue from the T-1/T-2 complex.

    - The level of rent to be received from PDC is a good deal for the government but is not so high as to make the airport unaffordable to the airlines or uncompetitive with other major North American hub airports.

    - In addition to these rents, PDC will redevelop the terminals without government guarantees.

...2

- The developer will take over the existing Transport Canada leases with the airlines and concession operators. Some of the leases run until 1999. The government has agreed to defer $33 million in rent during the early years to ensure development starts as soon as possible and that the airlines are not required to pay new rents until facilities have been installed. This money will be reimbursed in instalments, with interest, starting in the fifth year of the lease.

- Redevelopment of Terminals 1 and 2 will increase the airport's passenger capacity. The government has agreed to avoid actions that would divert passengers below 33 million a year in Terminals 1, 2 and 3.

- The government will retain responsibility for all soil and groundwater contamination that occurred prior to the signing of the lease. Otherwise, the developer will assume responsibility for all environmental matters after the lease is signed.

2. Option to Lease

- There is an option to grant a new ground lease for an additional 20 years under the same terms and conditions as the initial lease.

- The government may buy out the option at market value three years before the original 37-year lease expires.

3. Development Agreement

- See separate backgrounder.

4. Management and Operations Agreement

- This agreement provides for the management, operation and maintenance of the T-1/T-2 complex in a manner which integrates the complex into the airport's overall operation and ensures world-class service to all airport passengers and tenants.

...3

- The agreement also provides for equity of access to all air carriers and compliance with bilateral and international air agreements.

- The terminal operator must comply with aviation safety and security regulations and directives as well as other government programs such as official languages and services to people with disabilities.

- The agreement provides for a cost-based pricing policy for the airlines which includes the airlines' share of the capital, operation and maintenance costs of Terminals 1 and 2 and rent to the Crown. Airline charges are based on their use and occupancy of the terminals.

5. Employee Transfer Agreement

- The 160 Transport Canada employees in Terminals 1 and 2 will be offered employment with PDC with similar pay and benefits and a guarantee of employment for at least two years.

- Employees will be transferred in 12 - 18 months under terms of the federal workforce adjustment directive.

6. Management and Services Agreement

- Until the employees are transferred, Transport Canada will continue to manage, operate and maintain the terminals on a contractual basis for the developer.

- This agreement spells out the terms of the "bridging period" during which the developer will pay the government $39 million for services provided by Transport Canada. Transport Canada staff will remain under federal jurisdiction in this period.

- In the interim, the government will need to pass legislation (tabled for first reading in May 1993).

BACKGROUNDER

Development Agreement

- The agreement with Pearson Development Corporation calls for the major redevelopment of Terminals 1 and 2. This four-phase, $700-million initiative has been planned to progress as passenger volumes grow during the next 9 - 10 years.

- Plans for the new air terminal complex call for a new terminal pier to be built north of the existing Terminal 2 which will replace and extend beyond Air Ontario's commuter holdrooms. A terminal building "finger" will be extended eventually from this new facility to replace Terminal 1, which will be demolished. The attached graphic shows the stages of development.

Development Stages

	Capital Costs ($M)	Estimated Start Date*	Development
Stage 1-A	$100	November 1993	• New Rapidair pier • Renovations to transborder area of T2 and associated road access
Stage 1-B	$240	May 1995	• Extend Rapidair pier
Stage 2	$200	May 1997	• Final extension to pier and associated road access
Stages 3/4	$160	May 1999	• Demolish T1, build new finger out from pier and construct apron. • Complete roads • Add parking garage

* - Based on current passenger projections

...2

- Leases with the airlines for use of the future terminal complex, together with revenues from concessions, will provide sufficient revenue to the developers to cover the costs of the project. However, there are provisions to introduce a "passenger facility charge," subject to government approval, if air carriers are unable to cover the necessary rent increases and expanded facilities are still required.

Lester B. Pearson International Airport / Aéroport international Lester-B.-Pearson

STAGE 1A
Buildings
Roads

ÉTAPE 1A
Bâtiments
Routes

STAGE 1B
Buildings
Roads

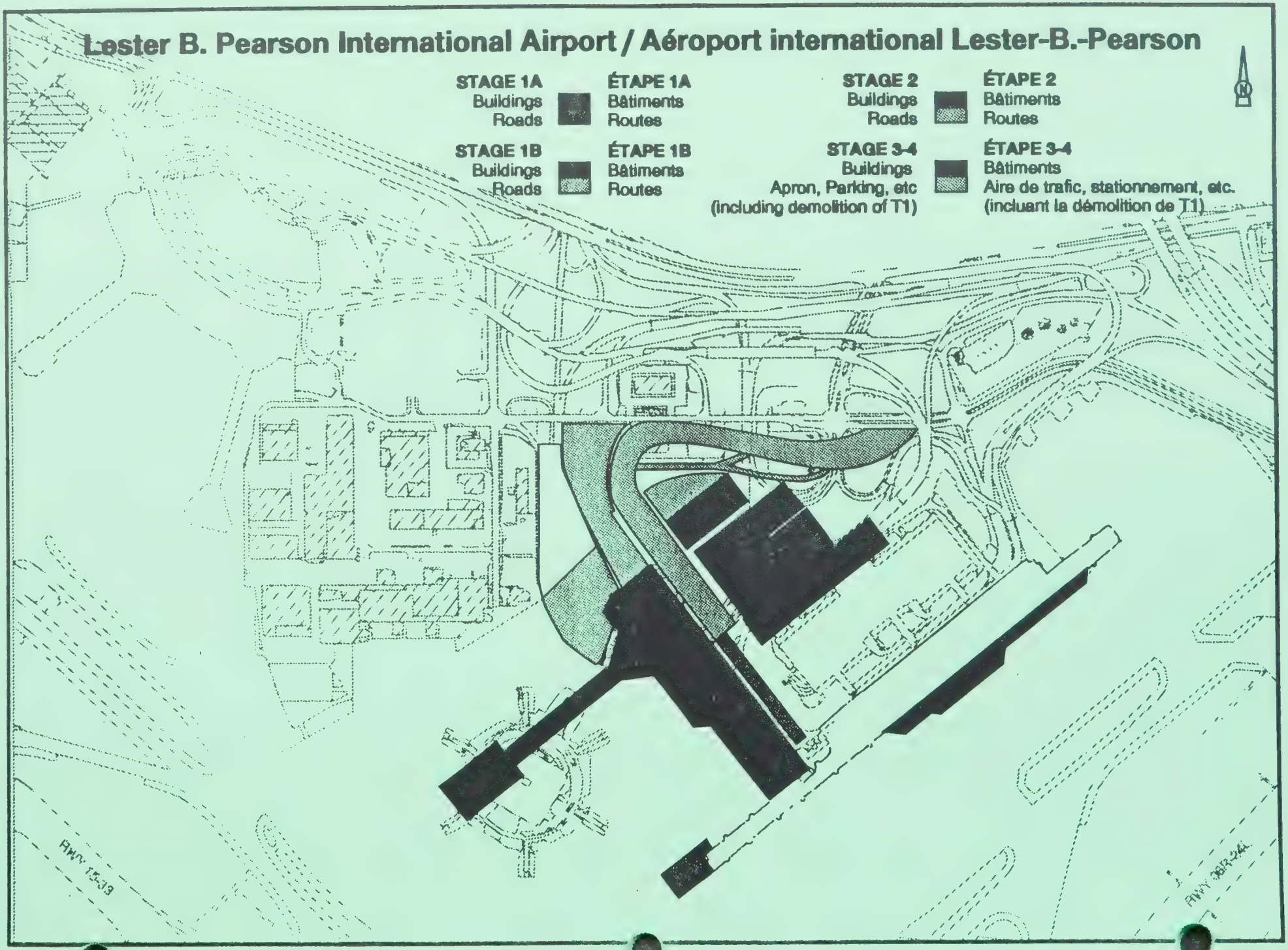
ÉTAPE 1B
Bâtiments
Routes

STAGE 2
Buildings
Roads

ÉTAPE 2
Bâtiments
Routes

STAGE 3-4
Buildings
Apron, Parking, etc
(including demolition of T1)

ÉTAPE 3-4
Bâtiments
Aire de trafic, stationnement, etc.
(incluant la démolition de T1)



BACKGROUNDER

Economic Considerations

- Lester B. Pearson International Airport is Canada's primary air transportation facility and a major gateway linking the country to the rest of the world.

- One-third of Canada's air passenger traffic — 20 million people — and 40 per cent of the country's air cargo pass through the airport each year. The airport, which handles 325,000 aircraft movements a year, is used by more than 60 airlines which make connections to nearly 300 destinations in 60 countries.

- The airport also is the main connector hub for Canada's major domestic airlines and was the fourth major point of entry to North America in 1991-92.

- Pearson Development Corporation is expected to generate thousands of direct and indirect jobs over the construction period and up to 1,000 people will be working on site at any one time.

- The innovative approach to retailing and concession management in the new complex will enhance opportunities for the business community and add more choice and competitive prices for the travelling public.

- Pearson and the industries it supports now generate more than $1.9 billion a year in salaries and wages and $4 billion in direct revenues for local businesses. Almost 34,000 direct airport jobs are created by firms and government agencies located at, or associated with, the airport. Of this total, 15,000 people work at the airport.

- Contracts for the new north/south runway project, announced Aug. 4, will generate an estimated 2,500 direct and indirect jobs and up to 6,000 person-years during the entire airside development project.

- The total estimated cost of the runway project is $400 million, according to recent Transport Canada figures.

- The expertise to be gained by the developers from these terminal and runway projects will enhance their stature and ability to compete in international markets.

BACKGROUNDER

Chronology

March 1992	Minister of Transport issues a request for proposals for redevelopment of Terminals 1 and 2.
July 1992	Proposals are received for terminal redevelopment from Paxport Inc. and Air Terminal Development Group (ATDG).
July-September 1992	The proposals are evaluated by a team of Transport Canada experts supplemented by outside consultants in finance, engineering and operations.
November 1992	Transport Canada receives auditor's report on the evaluation process.
December 1992	Transport Minister announces that Paxport Inc. submitted the best overall acceptable proposal and, subject to clarifying the financeability of its plan, the government would enter into negotiations to transfer the terminals to Paxport.
January 1993	Paxport Inc. and ATDG form a consortium (T1T2LP) to negotiate the Paxport proposal with the government.
April 1993	Transport Canada and its consultant, Deloitte & Touche, after examining the financial background of the merged consortium, are satisfied the proposal is financeable.
May 1993	Formal negotiations begin with the merged consortium (Mergeco) on the documentation required to enter into an agreement.
	Government tables Bill C-131, an Act to Amend the Airport Transfer (Miscellaneous Matters) Act, for first reading in the House of Commons.

...2

August 1993

Treasury Board authorizes the Transport Minister to enter into the following agreements with Pearson Development Corporation:

(i) Lease
(ii) Option to lease
(iii) Development agreement
(iv) Employee transfer agreement
(v) Management and services agreement
(vi) Bill of sale (chattels and consumables).

2.3(i)

Mesaba Aviation, Inc.
7501 26th Avenue South
Minneapolis, MN 55450
612/726-5151

Mesaba

August 13, 1993

An AirTran Company
Operating as Northwest Airlink

Samual L. Kincaid
General Manager
The Regional Municipality of Hamilton-Wentworth
Hamilton Airport
Mount Hope, Ontario LOR 1WO

Dear Sam:

As I mentioned over the telephone Thursday, the 12th of August, Mesaba management has decided to withdraw scheduled service between Hamilton and Detroit effective the last flight September 12, 1993. After 15 months of service, expected passenger demand did not materialize. Please consider this letter as notice that we will vacate our offices in the terminal building by the 15th of September.

Brad Osborn, our Regional Manager East, will coordinate the moving and cleaning up the facility. I will come up and see you in the next three weeks. We all feel bad about having to leave YHM. The airport management and staff have been great to work with.

Look forward to seeing you soon.

Sincerely,

Lawrence E. McCabe
Vice President-Corporate &
Government Affairs

LEM:ap
cc: L. Franco
Director, Airport Administration & Development

2.3(j)

FOR IMMEDIATE RELEASE:

Contact: Jeffrey E. Jones
Director-Marketing Planning
Telephone: (612) 726-5151 x352
Facsimile: (612) 725-4901

MESABA ANNOUNCES NEW EVANSVILLE AND KNOXVILLE SERVICE, DISCONTINUES FLIGHTS TO HAMILTON

Minneapolis/St. Paul, MN - August 12, 1993 - Mesaba Aviation, which operates as Northwest Airlink, today announced that it would begin service to Knoxville, Tennessee and Evansville, Indiana on October 1.

The airline said it will begin service between its Detroit, Michigan hub and Knoxville with one daily flight operated with its 37-seat de Havilland Dash 8-100 aircraft. The flight will complement other service offered by Northwest Airlines at Knoxville which includes one jet flight to Detroit and several daily trips to Memphis.

Also effective October 1 will be two daily Dash 8 flights between Detroit and Evansville. The flights are well timed to connect with several hundred Northwest and Northwest Airlink flights at Detroit, Northwest's largest hub.

In another scheduling move, Mesaba notified the National Transportation Agency of Canada that it would discontinue its scheduled flights between Hamilton, Ontario and Detroit, Michigan effective September 12, 1993. Expected passenger demand did not materialize, and the airline said it would redeploy its aircraft on routes with more current profit potential.

Mesaba operates as Northwest Airlink under a marketing agreement with Northwest Airlines. The regional carrier provides connecting service to Northwest at Detroit Metropolitan and Minneapolis/St. Paul International airports. The airline currently serves forty-eight cities in fifteen states and one Canadian province.

# # # # #

DISCUSSION AGENDA MATERIAL

3.1

RECEIVED
AUG 25 1993
REGIONAL CLERK'S OFFICE

CITY COUNCIL
HAMILTON, CANADA

Alderman Don Ross
Chairman - Economic Development & Planning
Chairman - Finance & Administration

71 MAIN STREET WEST L8N 3T4 • (416) 546-2730 • RES: (416) 387-1842 - Ward 8

August 23, 1993.

TO: Carolyn Biggs,
Secretary,
Airport Committee.

FROM: Don Ross,
Chairman,
Economic Development & Planning.

SUBJECT: **TRANSPORT CANADA LETTER - LESTER B. PEARSON AIRPORT.**

Please find enclosed a copy of a letter I received from Transport Canada regarding **Lester B. Pearson Airport.**

I believe this letter should rightfully be dealt with at your Committee and that a Member of your Committee ... or Mr. Kincaid ... be appointed as the individual who should attend these meetings, which are ongoing.

I believe it is important for our Airport to be represented so that we are aware of exactly what is taking place at Pearson, and the impact these developments may have on our Airport.

OFFICE OF THE REGIONAL CLERK

Airport		Planning	
Ec. Dev.		Roads	
Env. Serv.		Soc. Serv.	
Finance		Transit	
Health			
Human Res.			
Info. Syst.			
Legal			

DR:dd

Don Ross,
Chairman,
Economic Development & Planning.

Encl.

Transport Canada Transports Canada

Airports Aéroports

Lester B. Pearson International Airport
P.O. Box 6003
Toronto AMF, Ontario L5P 1B5

AUG 23 1993

Your file Votre référence

Our file Notre référence 1200-58 (IKCJ)

August 17, 1993

Don Ross
Chairman
Hamilton Economic Development Office
Hamilton City Hall
71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Mr. Ross:

Pearson Airport management's project to improve the committee structure, consultation network and overall communications/ consultation program has reached the final phase.

In order to attain the ultimate goal of forming a round table that embodies all of the groups that make up the airport community in its entirety, it was necessary for this process to be thorough. Thus all efforts, even though time-consuming, were made to provide the opportunity for a diverse group of interested and affected parties to voice their opinions, needs and input into the project.

The **Terms of Reference** for the new Community Consultative Committee (CCC) are attached and I would ask that you carefully review this document before selecting a candidate to represent the collective interests of the airport's diverse spoke communities. As indicated on the attached Distribution List, this letter has been forwarded to a total of fourteen persons representing the airport's outer communities. We are relying upon you to confer with your counterparts in other surrounding communities in determining the most suitable spokesperson for this forum. Some of the following guidelines may assist you in making your selection.

- some familiarity with the airport, it's related activities and issues, and it's economic importance, would be an asset.
- strong insight and understanding of the interaction between the member's respective associations and the airport and it's industries.
- the ability to bring a balanced perspective to the table and to view all positions with an objective and global realisation.

.../2

- the dedication and time to attend and participate in meetings regularly (expected initially to occur bi-monthly), to follow through in communicating recommendations, decisions and action plans.

I would request that you very carefully take into consideration all of our mutual needs in determining your representative. We would like to involve the new CCC at the onset of some of the major initiatives which are currently developing, such as the drafting of an operating procedure for the new North/South runway. Commitments have been made to have this procedure prepared for discussion this fall. As a body encompassing all interests, the CCC would be the opportune forum to review, provide input and ensure concurrence with these procedural guidelines.

Ideally, the first meeting of the CCC will be held in early September, to begin discussions on this and other issues, so I would request that you make your selection as quickly as is conveniently possible. If this presents any difficulty, please call me so that we may discuss your concerns.

I am proud that the airport has, for the first time in its 50 year history, a body where all stakeholders will have a direct link with those that can and will listen to ideas, concerns and opinions and will earnestly make all efforts to act upon them. With dedication on the part of all members, the needs and opinions of stakeholder groups will be fairly and fully conveyed enabling the committee to play a major role in the airport's future.

Yours truly,

Chern S. Heed
Airport General Manger

cc: per Distribution List

Attachment:

NORTHERN CITIES/REGIONS

1. Councillor Stan Heyduk
   Sudbury Regional Development Corporation
   Civic Square, West Tower
   200 Brady Street
   SUDBURY, Ontario
   P3E 5K3
   Tel.: (705) 673-4161

2. Mayor Vic Powers
   City of Timmins
   220 Algonquin Blvd. E.
   TIMMINS, Ontario
   P4N 1B3
   Tel.: (705-264-1331

3. Mayor David Hamilton
   City of Thunder Bay
   City Hall
   500 East Donald Street
   THUNDER BAY, Ontario
   P7E 5V3
   Tel.: (807) 625-2110

4. Gary Morris
   Address and title forthcoming

5. Mayor Stan Lawlor
   City of North Bay
   P.O. Box 360
   NORTH BAY, Ontario
   P1B 8H8
   Tel.: (705) 474-0400

6. Mayor Joe Fratesi
   City of Sault Ste. Marie
   Civic Centre
   99 Foster Drive
   P.O. Box 580
   SAULT STE. MARIE, Ontario
   P6A 5N1
   Tel. (705) 759-5332
   Fax (705) 759-2185

.../2

2. Mr. Herb Baxter
Tri-Town Chamber of Commerce
Address forthcoming

3. Mrs. D.M. Nicholson, Executive Director
Sudbury Chamber of Commerce
100 Elm Street
SUDBURY, Ontario
P3E 5K3
Tel.: (705) 673-7133

4. Mr. D.J. Rudack has been replaced by

Mr. Bruce Strapp, ~~President~~ Executive Director
Sault Ste. Marie, Economic Development Corporation
Civic Centre
99 Foster Drive
P.O. Box 580
SAULT STE. MARIE, Ontario
P6A 5N1
Tel.: (705) 759-5432
Fax (705) 759-2185

Lester B. Pearson International Airport
Terms of Reference
Community Consultative Committee
August 1993

Purpose

- This committee will provide a **communication/consultation forum** for community stakeholders to meet with airport management and staff to engage in dialogue on airport matters and to allow community input into on-going airport decision-making processes which affect them.

- It will serve a **liaison** function with community stakeholder groups to disseminate information to them on airport matters and to act as a link with the airport.

Definitions

[The following provides an explanation of some of the terms used in this document.]

- Community - The airport community is defined broadly to include all the communities affected/impacted by the airport.

- Stakeholder - Any person impacted by the airport.

- Stakeholder group - Major groups/official organizations representing stakeholders such as residents, political, bureaucratic/staff (at the municipal/provincial level), business, education, labour, spoke communities, and airline industry.

- Communication - Communication is viewed as a two-way process as opposed to strictly a one-way briefing. Discussion and dialogue will be encouraged in committee meetings. Committee members will endeavour to communicate effectively with each other and with their stakeholder groups.

- Consultative - This committee is consultative. It is intended to provide a forum for the community to have input into airport matters which affect them in a proactive, on-going manner. Any airport matter which will have a major impact on the community should be referred to this committee for discussion and for recommendations before action is taken. An example of the type of issue to be submitted to this committee is "quality of life" issues such as "noise".

- Consensus - This committee will use a consensus approach in operating its meetings and in forming recommendations. All members will have the opportunity to present their views. Matters will be discussed fully. A consensus on recommendations will be reached which all members can accept.

cont....p 2

Membership

- Members will draw from all interested, major stakeholder groups in the airport community. They will be appointed to the committee after nomination by their stakeholder group. Members' term of office will be set by the nominating stakeholder group; however, a suggested minimum term of office would be two years. Continuity and regular attendance by members are important.

- Community Members of the Committee will include:
  - Residents (4) - from Brampton, Etobicoke, Mississauga, one member nominated by the Residents Advisory Committee
  - Political (4) - from Brampton, Etobicoke, Mississauga, Metro Toronto
  - Bureaucratic/Staff (5) - from Brampton, Etobicoke, Mississauga, Metro Toronto and Peel
  - Provincial Government (1) - staff
  - Business (4) - from Brampton, Etobicoke, Mississauga, Metro Toronto (ensure tourism/hotel business is included)
  - Education (2) - one from the Separate Board, one from the Public Board
  - Spoke Communities (1)

- Airport/Airline Resource Members of the Committee will include management and operational personnel such as:
  - Airport General Manager
  - Director, Communications
  - Committee Chairpersons, existing pertinent airport committees
  - other resource personnel, as required/requested

- The committee may change its membership, as necessary, with the agreement of its members.

Procedures/Operation

- Meetings will be held at least quarterly or more frequently as needed at Lester B. Pearson International Airport.

- Meetings will be run by a Chairperson elected by the Committee from the Community members. A Vice-Chairperson will also be elected by the Committee from the Community members who will run the meeting in the absence of the Chairperson. Meetings will be operated using a consensus approach.

- The Committee may appoint sub-committees eg. according to interest, issue, etc.

- An agenda and pertinent information for discussion will be distributed two weeks in advance of meetings. Items for the agenda should be submitted to the Chairperson/ Committee Coordinator three weeks before meetings.

- Minutes of the meetings will be circulated to Committee members as early as possible after each meeting. Members will report errors, omissions, etc. at their earliest convenience. Amendments will be circulated as required. Further distribution of the minutes will be decided by the Committee.

- Meetings will be open to the public.

cont...p 4

URBAN/MUNICIPAL
CA3ON HW L65
H18
1993

HAMILTON REGION AIRPORT MANAGEMENT BOARD

A G E N D A

DATE: Thursday, October 14, 1993

TIME: 8:30 o'clock a.m.

PLACE: Hamilton Airport Terminal Building

---

1. **GENERAL**

   a) **Declaration of Interest** re: Municipal Conflict of Interest Act

   b) **Minutes** of the September 9, 1993 meeting of the Hamilton Region Airport Management Board

2. **CONSENT AGENDA**

   2.1 **Pre-Access Licence and Temporary Operating Licence for the Relocation of Esso (Imperial Oil) Fuel Farm (AIR 93-045)**

      a) That the Region consent to a notice of termination for the tenancy between the Regional Municipality of Hamilton-Wentworth and Imperial Oil Limited for the operation of an aviation fuel storage and handling facility ("fuel farm") on certain lands at the Hamilton Airport ("Site 'A'") **provided that** Imperial Oil first agrees to indemnify the Region against any liabilities, including environmental liabilities, arising out of the tenancy, and that this agreement bind any successors to Imperial Oil Limited;

b) That the Region enter into a licence agreement with Imperial Oil, a partnership of Imperial Oil Limited and McColl-Frontenac Inc. (Imperial Oil) for the purpose of operating a fuel farm at Site "A" until such time as it received approval from Her Majesty in Right of Canada as represented by the Minister of Transport ("Transport Canada") and the Region for a sublease to operate a fuel farm on other lands at the Hamilton Airport ("Site B") as determined by the Airport General Manager and such sublease is executed by the parties;

c) That the Region enter into a licence agreement with Imperial Oil for the purpose of entering upon Site "B" at its own risk and expense in order to prepare for the construction of a new fuel farm there, in the event that it receives approval from Transport Canada and the Region for a sublease for this purpose, and such sublease is executed by the parties;

d) That, subject to Subsection (f) below, the notice of termination, consent and indemnity referred to in Subsection (a) above be effective October 1, 1993;

e) That, subject to Subsection (f) below, the licence agreements referred to in Subsections (b) and (c) above commence October 1, 1993 and expire 24 months afterwards, or upon the execution of a sublease (if granted) between the Region and Imperial Oil for the operation of a fuel farm at Site "B", whichever is earlier;

f) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the consent referred to in Subsection (a) above, and the licence agreements referred to in Subsections (b) and (c) above, **provided that** such consent and licence agreements and the indemnity agreement referred to in Subsection (a) above are in a form satisfactory to the Commissioner of Legal Services and the Airport General Manager, and are not effective until such execution takes place.

2.2 **For the Information of the Board:**

a) Charter Operation - SUNLINK CHARTERS

b) Appointment of Citizen Members to the Airport Management Board (AIR 93-043)

c) Airport Accounts Receivable Over 90 Days as at September 28, 1993

d) **Draft Minutes** of the September 29, 1993 meeting of the Marketing Sub-Committee

e) **Article** from the September 18, 1993 Globe and Mail - "Edmonton Airport Battles to Survive"

3. DISCUSSION AGENDA

3.1 Licence for Application of Glycol - Hamilton Airport (AIR 93-046)

Report to follow.

Recommendations from the September 19, 1993 meeting of the Marketing Sub-Committee (See Item 2.1(d))

3.2 1994 Marketing Implementation Plan

That the funds budgeted in the Hamilton Airport 1994 Marketing Implementation Plan be accepted with the admonition that the amount of $88,856 is not sufficient to properly market the Airport.

3.3 Full-Time Airport Marketing Officer

That marketing staff be dedicated to the airport, seconded from the Economic Development Department on a full-time basis, reporting directly to the Airport General Manager.

3.4 Discussion of Consent Items

4. ADJOURNMENT

1(6)

MINUTES OF THE HAMILTON REGION AIRPORT MANAGEMENT BOARD

The Hamilton Region Airport Management Board met at 8:30 a.m. on Thursday, September 9, 1993 in the Hamilton Airport Terminal Building.

Present:	Chairman (Regional Chairman) R. J. Whynott Vice Chairman K. Gregg Councillors D. Agostino, G. Etherington, H. Merling, R. Wade, D. Wilson; O. Boris, L. Culver, J. Mongeon, J. Skelton
Absent with regrets:	J. Monaco
Also present:	Messrs. S. L. Kincaid, W. M. Carson, J. Fudge, N. Catalano; Mmes. J. Furlani, S. Renshaw, C. Biggs

1. GENERAL

a) **Declaration of Interest** re: Municipal Conflict of Interest Act: None

b) **Minutes** of the July 8, 1993 meeting of the Hamilton Region Airport Management Board

(Wade/Mongeon)
Be received and adopted as presented. **CARRIED.**

Item 2.2 was moved to the Discussion Agenda.

2. CONSENT AGENDA

(Skelton/Boris)

2.1 **Delivery Services Agreement - Licence - Canada Post Corporation (AIR 93-042)**

a) That the application of Canada Post Corporation to install community mailboxes and provide direct delivery service to the Hamilton Airport be approved, subject to the following:

i) That the applicant enter into a Delivery Services Agreement Licence with the Region, in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

ii) That the Region grant the applicant the exclusive use and occupation of the Licensed Area for and during the term of fifteen (15) years, to be computed from and after the execution of the Licence by Canada Post Corporation;

iii) That upon expiration of the Term, this Licence shall automatically renew for successive and consecutive periods of one (1) year upon all the same terms and conditions as contained in this Licence, unless the Region shall have given Canada Post Corporation not less than one year's prior written notice of termination;

iv) That a 90-day termination clause be included in the Licence for both parties;

v) That this Licence shall not create or be deemed to create, or be construed so as to create, any estate in the Hamilton Airport lands;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Delivery Services Agreement Licence on behalf of the Region.

2.3 **For the Information of the Board:**

That the following items be received:

a) Policy for Letting of Real Property for Aviation Related Activities - Transport Canada (AIR 93-037)

b) Second Quarter Report - Passenger Totals 1992-1993 (AIR 93-035)

c) Second Quarter Report - Aircraft Landing, Parking and Emergency Response Fees 1992-1993 (AIR 93-038)

d) Charter Operation - Galaxy Express Airlines Ltd. (AIR 93-040)

e) Airport Accounts Receivable Over 90 Days as at July 29, 1993

f) **Minutes** of the August 25, 1993 meeting of the Marketing Sub-Committee

g) **Correspondence** dated August 4, 1993 from Transport Canada respecting Southern Ontario Area Airports Study

h) **News Release** from Transport Canada re: Agreement Reached with Consortium to Redevelop and Operate Terminals 1 and 2

i) **Correspondence** dated August 13, 1993 from Mesaba Aviation Inc. respecting termination of service

j) **News Release** - "Mesaba Announces New Evansville and Knoxville Services, Discontinues Flights to Hamilton" **CARRIED as amended.**

2.4 **Discussion of Consent Items**

2.2 **Canadian Warplane Heritage Museum Hangar Replacement Project (AIR 93-041)**

(Etherington/Skelton)

a) That the Terms of Reference for a Project Manager to assist in Canadian Warplane Heritage Museum Hangar Replacement Project, attached to Report AIR 93-041, be received;

b) That Cy Armstrong and Associates, Municipal Consulting, be hired on a contract basis for part-time service as the Project Manager, at a cost not to exceed $9,000, using Contractual Services Account No. 1-56901-344101. **CARRIED.**

3. DISCUSSION AGENDA

3.1 **Correspondence** from Councillor D. Ross, Chairman, Economic Development and Planning Committee, respecting Transport Canada Letter - Lester B. Pearson Airport

(Wade/Gregg)

That the name of Mr. S. L. Kincaid, Airport General Manager, be submitted to Transport Canada as the Region's representative to participate on the Community Consultative Committee. **CARRIED.**

On motion **(Wade/Etherington)** the Board moved In Camera. **CARRIED.**
On motion **(Mongeon/Etherington)** the Board reconvened in Open Session. **CARRIED.**

On motion **(Mongeon/Culver)** the Board adjourned at 9:45 a.m. **CARRIED.**

_____
Chairman

_____
Secretary

CONSENT AGENDA MATERIAL

2.1

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 October 5

REPORT TO: Chairman and Members
Hamilton Wentworth Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Pre-Access Licence and Temporary Operating Licence for the Relocation of Esso (Imperial Oil) Fuel Farm (AIR 93-45)

RECOMMENDATION:

a) That the Region consent to a notice of termination for the tenancy between the Regional Municipality of Hamilton-Wentworth and Imperial Oil Limited for the operation of an aviation fuel storage and handling facility ("fuel farm") on certain lands at the Hamilton Airport ("Site 'A'") **provided that** Imperial Oil Limited first agrees to indemnify the Region against any liabilities, including environmental liabilities, arising out of the tenancy and that this agreement bind any successors to Imperial Oil Limited;

b) That the Region enter into a licence agreement with Imperial Oil, a partnership of Imperial Oil Limited and McColl-Frontenac Petroleum Inc. (Imperial Oil) for the purpose of operating a fuel farm at Site "A" until such time as it received approval from Her Majesty in Right of Canada as represented by the Minister of Transport ("Transport Canada") and the Region for a sublease to operate a fuel farm on other lands at the Hamilton Airport ("Site 'B'") as determined by the Airport General Manager and such sublease is executed by the parties;

c) That the Region enter into a licence agreement with Imperial Oil for the purpose of entering upon Site "B" at its own risk and expense in order to prepare for the construction of a new fuel farm there in the event that it receives approval from Transport Canada and the Region for a sublease for this purpose and such sublease is executed by the parties;

d) That, subject to Subsection f), below, the notice of termination, consent and indemnity referred to in Subsection a), above, be effective October 1, 1993.

e) That, subject to Subsection f), below, the licence agreements referred to in Subsections b) and c), above, commence October 1, 1993 and expire 24 months afterwards or upon the execution of a sublease (if granted) between the Region and Imperial Oil for the operation of a fuel farm at Site "B", whichever is earlier;

f) That the Regional Chairman, Clerk and Commissioner of Finance be authorized and directed to execute the consent referred to in Subsection a), above, and the licence agreements referred to in Subsections b) and c), above, **provided that** such consent, and licence agreements and the indemnity agreement referred to in Subsection a), above, are in a form satisfactory to the Commissioner of Legal Services and the Airport General Manager and are not effective until such execution takes place.

S. L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

We have been advised by our Finance Department that this tenant is in excellent standing and are prompt in issuing payments.

BACKGROUND:

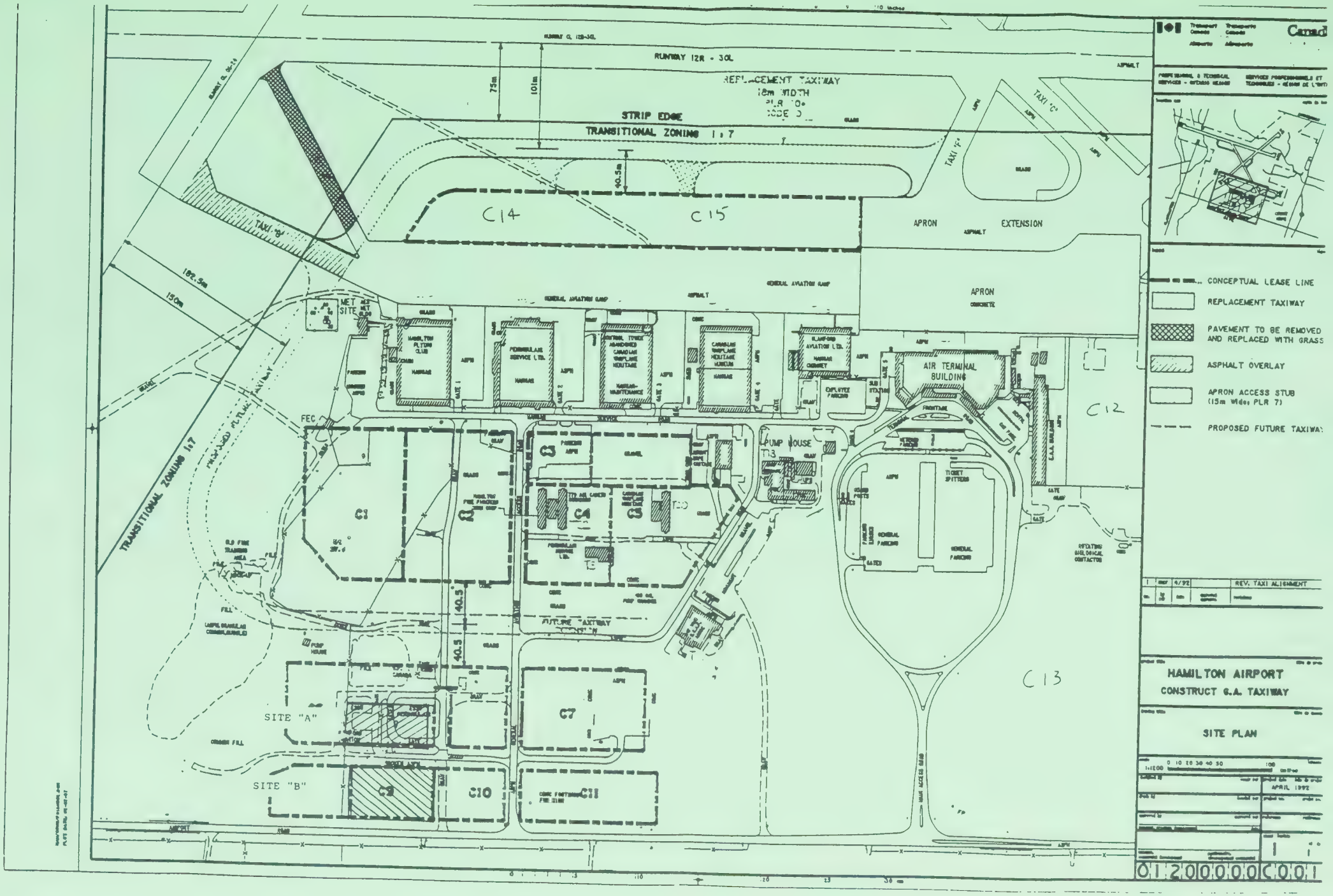
Imperial Oil, a partnership of Imperial Oil Limited and McColl-Frontenac Petroleum Inc. (Imperial Oil), is a tenant at the Hamilton Airport currently operating a fuel farm. Having entered into two subleases with the Region for two different sites, these sublease have expired and are currently on a month to month tenancy. Imperial Oil Limited wishes to amalgamate these two sublease with one.

It is in the interests of the Region to maintain this fuel farm, but not at the present locations. Imperial Oil is agreeable to operating the fuel farm at a different location, but wants to avoid any interruption in the service provided to Imperial Oil's customers. It is also in the interests of the Region that there be no disruption in this service to Airport users.

Accordingly, Imperial Oil is prepared to enter into a licence agreement to operate the fuel farm at the present location (Site "A") until such time as it receives the approval of Transport Canada

and the Region for a sublease to operate a fuel farm at a different location (Site "B") and such sublease is executed by the parties. In anticipation of the granting of approval for and execution of such sublease, Imperial Oil is prepared to enter into a second licence agreement that will permit it to enter upon the lands, at its own risk and expense, at the Site "B" for the purpose of constructing (but not operating) a fuel farm. However, Imperial Oil understands that it is entirely within the discretion of Transport Canada and the Region to approve the sublease or not.

In the case of both licence agreements, Imperial Oil is agreeable to having them expire 24 months after commencement or the date of the execution of the sublease (assuming approval is granted) with Imperial Oil for the operation of the fuel farm at the Site"B", whichever is earlier. As a result, if approval for the sublease is granted but the sublease is not executed within 24 months after the commencement of the licence agreements, Imperial Oil will be required to vacate both locations and return the premises to a condition satisfactory to the Airport General Manager.


RUNWAY 12R - 30L
REPLACEMENT TAXIWAY
18m WIDTH
PLR 7
CODE D
STRIP EDGE
TRANSITIONAL ZONING 1:7
75m
101m
40.5m
TAXI 'C'
TAXI 'F'
TAXI 'B'
C14
C15
APRON
EXTENSION
APRON
182.5m
150m
MET AES SITE
AIR TERMINAL BUILDING
PUMP HOUSE
T13
C12
C13
C1
C2
C3
C4
C5
C7
C10
C11
T10
FEC
FUTURE TAXIWAY
SITE "A"
SITE "B"
40.5
40.5
CONCEPTUAL LEASE LINE
REPLACEMENT TAXIWAY
PAVEMENT TO BE REMOVED AND REPLACED WITH GRASS
ASPHALT OVERLAY
APRON ACCESS STUB (15m Wide PLR 7)
PROPOSED FUTURE TAXIWAY
REV. TAXI ALIGNMENT
HAMILTON AIRPORT
CONSTRUCT G.A. TAXIWAY
SITE PLAN
APRIL 1992
01200000C001

2.2(a)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 September 28

REPORT TO: Chairman and Members
Hamilton Wentworth Region Airport Management Board
Marketing Sub-Committee (AIR 93-044)

FROM: Samuel L. Kincaid
Airport General Manager

S. L. Kincaid, Airport General Manager

SUBJECT: Charter Operation - SUNLINK CHARTERS

BACKGROUND:

Sunlink Charters of Lambeth, Ontario intend to commence charter airline service from Hamilton Airport to St. Petersburg, Florida beginning 21 December 1993. The program will see one flight a week, initially on Tuesdays, then Mondays, running to 25 April 1993.

Sun Country Airlines of Minneapolis will be the air carrier operating Boeing 727-200 with a seating capacity of 180 passengers. Ninety of those seats will be assigned to Hamilton customers, the remainder to London. The aircraft will depart Hamilton for London thence to St. Petersburg. The return flight will be direct from Florida to Hamilton. Schedule and pricing details are attached.

SLK/mt

RANGE : SCHEDULESS C H E D U L E D T I M E T A B L E 809-23-93
RANGE : DATES
DEPT/ARRV TIMES: LOCAL
: FLIGHT NUMBERS

SUNCOUNTRY AIRLINES

A/C	FLT NO.	F T	FROM-TO	DEPT TIME	ARRV TIME	BLOCK TIME	BILL CODE	A/C SEAT	FOR SALE	ACT PAX	MEALS	STATUS
TUESDAY DEC 21												
RT05	851	F	CLE-YHM	0700	0730	0:30	SUNL	182	0	___	---	***NEW PROGRAM***
RT05	851	C	YHM-YXU	0815	0845	0:30	SUNL	182	90	___	---	
RT05	851	C	YXU-PIE	0930	1200	2:30	SUNL	182	180	___	HB	
RT05	850	F	PIE-CLE	1315	1545	2:30	SUNL	182	0	___	---	
TUESDAY DEC 28												
RT10	851	F	CLE-YHM	0700	0730	0:30	SUNL	182	0	___	---	
RT10	851	C	YHM-YXU	0815	0845	0:30	SUNL	182	90	___	---	
RT10	851	C	YXU-PIE	0930	1200	2:30	SUNL	182	180	___	HB	
RT10	850	C	PIE-YHM	1315	1545	2:30	SUNL	182	180	___	HD	
RT10	850	C	YHM-YXU	1630	1700	0:30	SUNL	182	90	___	---	
RT10	850	F	YXU-CLE	1745	1815	0:30	SUNL	182	0	___	---	
TUESDAY JAN 04												
RT10	851	F	CLE-YHM	0700	0730	0:30	SUNL	182	0	___	---	
RT10	851	C	YHM-YXU	0815	0845	0:30	SUNL	182	0	___	---	
RT10	851	C	YXU-PIE	0930	1200	2:30	SUNL	182	0	___	HB	
RT10	850	C	PIE-YHM	1315	1545	2:30	SUNL	182	0	___	HD	
RT10	850	C	YHM-YXU	1630	1700	0:30	SUNL	182	0	___	---	
RT10	850	F	YXU-CLE	1745	1815	0:30	SUNL	182	0	___	---	
TUESDAY JAN 11												
RT10	851	F	CLE-YHM	0700	0730	0:30	SUNL	182	0	___	---	
RT10	851	C	YHM-YXU	0815	0845	0:30	SUNL	182	0	___	---	
RT10	851	C	YXU-PIE	0930	1200	2:30	SUNL	182	0	___	HB	
RT10	850	C	PIE-YHM	1315	1545	2:30	SUNL	182	0	___	HD	
RT10	850	C	YHM-YXU	1630	1700	0:30	SUNL	182	0	___	---	
RT10	850	F	YXU-CLE	1745	1815	0:30	SUNL	182	0	___	---	
TUESDAY JAN 18												
RT10	851	F	CLE-YHM	0700	0730	0:30	SUNL	182	0	___	---	
RT10	851	C	YHM-YXU	0815	0845	0:30	SUNL	182	0	___	---	
RT10	850	C	YXU-PIE	0930	1200	2:30	SUNL	182	0	___	HB	
RT10	850	C	PIE-YHM	1315	1545	2:30	SUNL	182	0	___	HD	
RT10	850	C	YHM-YXU	1630	1700	0:30	SUNL	182	0	___	---	
RT10	850	F	YXU-CLE	1745	1815	0:30	SUNL	182	0	___	---	
MONDAY JAN 24												
RT07	850	C	PIE-YHM	1200	1430	2:30	SUNL	182	180	___	DCS	***CHNGD FRM TUES TO MON
RT07	851	C	YHM-YXU	1530	1600	0:30	SUNL	182	180	___	---	
RT07	851	C	YXU-PIE	1645	1915	2:30	SUNL	182	180	___	HD	
MONDAY JAN 31												
RT07	850	C	PIE-YHM	1200	1430	2:30	SUNL	182	0	___	DCS	
RT07	851	C	YHM-YXU	1530	1600	0:30	SUNL	182	0	___	---	
RT07	851	C	YXU-PIE	1645	1915	2:30	SUNL	182	0	___	HD	
MONDAY FEB 07												
RT07	850	C	PIE-YHM	1200	1430	2:30	SUNL	182	0	___	DCS	
RT07	851	C	YHM-YXU	1530	1600	0:30	SUNL	182	0	___	---	
RT07	851	C	YXU-PIE	1645	1915	2:30	SUNL	182	0	___	HD	
MONDAY FEB 14												
RT07	850	C	PIE-YHM	1200	1430	2:30	SUNL	182	0	___	DCS	
RT07	851	C	YHM-YXU	1530	1600	0:30	SUNL	182	0	___	---	
RT07	851	C	YXU-PIE	1645	1915	2:30	SUNL	182	0	___	HD	
MONDAY FEB 21												
RT07	850	C	PIE-YHM	1200	1430	2:30	SUNL	182	0	___	DCS	

	A/C	FLT NO.	F T	FROM-TO	DEPT TIME	ARRV TIME	BLOCK TIME	BILL CODE	A/C SEAT	FOR SALE	PAX	MEALS	ACT STATUS
MONDAY FEB 21													
	RT07	851	C	YHM-YXU	1530	1600	0:30	SUNL	182	0			---
	RT07	851	C	YXU-PIE	1645	1915	2:30	SUNL	182	0			HD
MONDAY FEB 28													
	RT07	850	C	PIE-YHM	1200	1430	2:30	SUNL	182	0			DCS
	RT07	851	C	YHM-YXU	1530	1600	0:30	SUNL	182	0			---
	RT07	851	C	YXU-PIE	1645	1915	2:30	SUNL	182	0			HD
MONDAY MAR 07													
	RT07	850	C	PIE-YHM	1200	1430	2:30	SUNL	182	0			DCS
	RT07	851	C	YHM-YXU	1530	1600	0:30	SUNL	182	0			---
	RT07	851	C	YXU-PIE	1645	1915	2:30	SUNL	182	0			HD
MONDAY MAR 14													
	RT07	850	C	PIE-YHM	1200	1430	2:30	SUNL	182	0			DCS
	RT07	851	C	YHM-YXU	1530	1600	0:30	SUNL	182	0			---
	RT07	851	C	YXU-PIE	1645	1915	2:30	SUNL	182	0			HD
MONDAY MAR 21													
	RT07	850	C	PIE-YHM	1200	1430	2:30	SUNL	182	0			DCS
	RT07	851	C	YHM-YXU	1530	1600	0:30	SUNL	182	0			---
	RT07	851	C	YXU-PIE	1645	1915	2:30	SUNL	182	0			HD
MONDAY MAR 28													
	RT07	850	C	PIE-YHM	1200	1430	2:30	SUNL	182	0			DCS
	RT07	851	C	YHM-YXU	1530	1600	0:30	SUNL	182	0			---
	RT07	851	C	YXU-PIE	1645	1915	2:30	SUNL	182	0			HD
MONDAY APR 04													
	RT07	850	C	PIE-YHM	1200	1430	2:30	SUNL	182	0			DCS
	RT07	851	C	YHM-YXU	1530	1600	0:30	SUNL	182	0			---
	RT07	851	C	YXU-PIE	1645	1915	2:30	SUNL	182	0			HD
MONDAY APR 11													
	RT07	850	C	PIE-YHM	1200	1430	2:30	SUNL	182	0			DCS
	RT07	851	C	YHM-YXU	1530	1600	0:30	SUNL	182	0			---
	RT07	851	C	YXU-PIE	1645	1915	2:30	SUNL	182	0			HD
MONDAY APR 18													
	RT07	850	C	PIE-YHM	1200	1430	2:30	SUNL	182	0			DCS
	RT07	851	C	YHM-YXU	1530	1600	0:30	SUNL	182	0			---
	RT07	851	C	YXU-PIE	1645	1915	2:30	SUNL	182	0			HD
MONDAY APR 25													
	RT07	850	C	PIE-YHM	1200	1430	2:30	SUNL	182	0			DCS
	RT07	850	C	YHM-YXU	1530	1600	0:30	SUNL	182	90			---
	RT07	851	F	YXU-PIE	1645	1915	2:30	SUNL	182	0			---

GRAND TOTALS: 111:00

END OF PROGRAM

BASED ON THE FOLLOWING OPTIONS:
RANGE OF SCHEDULE DATES FROM 12-21-93 TO 04-25-94
SELECTED FLIGHT NUMBERS : 850 , 851

IMPORTANT ANNOUNCEMENT

Sun Country Airlines IS PLEASED TO ANNOUNCE THAT WE WILL BE OPERATING FLIGHTS TO ST. PETERSBURG, FLORIDA FROM HAMILTON AIRPORT WEEKLY STARTING TUESDAY, DECEMBER 21, 1993

ALL FLIGHTS WILL UTILIZE ADVANCED B-727-200 AIRCRAFT AND ALL FLIGHTS ARE SCHEDULED FOR DAYTIME DEPARTURE.

ROUNDTRIP FARES START AT **$199** AND CHRISTMAS/NEW YEARS/MARCH BREAK SEATS ARE AVAILABLE FROM **$299**

PLUS TAXES AND SERVICE CHARGES

TO BOOK SEATS CONTACT OUR EXCLUSIVE ONTARIO WHOLESALER - SUNLINK CHARTERS.

SUNLINK CHARTERS
ONT. WHOLESALE LICENCE
04028924

2.2(b)

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 September 28

REPORT TO: Chairman and Members
Economic Development and Planning Committee

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Appointment of Citizen Members to the Airport Management Board (AIR 93-043)

RECOMMENDATION:

a) That the Nominating Committee for the Airport Management Board be reconstituted on a yearly basis to interview and recommend citizen appointments to the Board through the Economic Development and Planning Committee.

b) That the Nominating Committee be comprised of the Regional Chairman, Mayors of Hamilton, Ancaster and Glanbrook, and one other member of the Economic Development and Planning Committee.

c) That this report be forwarded to the Airport Management Board for information.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

On December 1, 1993, the terms of two citizen members of the Airport Management Board will expire.

In accordance with the Airport Management Board By-law, citizen members are appointed by resolution of Regional Council, therefore, it is proposed that these positions be filled through the normal Regional process. This involves placing an advertisement in the local newspaper soliciting interested individuals, striking a committee to interview qualified candidates and finally recommending appointments to Council which under the By-law must be done through the Economic Development and Planning Committee.

It is proposed that the Nominating Committee which was formed to appoint the two new citizen members last year be reconstituted to conduct the interviews and recommend appointees to the Economic Development and Planning Committee. The Committee was comprised of the Regional Chairman, Mayors of Hamilton, Ancaster and Glanbrook, and a member of the Transportation Services Committee. In view of the fact that the Airport Management Board now reports through the Economic Development and Planning Committee, it is proposed that this latter position be changed to be a member of that Committee. It is also proposed that this procedure be done on a yearly basis since citizen terms have been staggered and will expire on a yearly basis.

It is proposed that an advertisement (similar to the previous year's) be placed in the Hamilton Spectator on October 20, 1993 with interested individuals having two weeks to submit applications. The Nominating Committee could meet during the second/third week in November to interview candidates and make a recommendation to the following meeting of the Economic Development and Planning Committee.

NOTICE TO CITIZENS

The Regional Municipality of Hamilton-Wentworth invites submissions from individuals interested in serving on the:

HAMILTON REGION AIRPORT MANAGEMENT BOARD

The Hamilton Region Airport Management Board has two vacancies available each with an expiration term of three years.

Terms of Reference for the Board are as follows:

- To manage Hamilton Airport in an efficient and effective manner and in a business-like fashion.
- To solicit, coordinate and facilitate development proposals for property within and surrounding the Airport.
- To develop a long and short term strategy to guide the development of the Airport.
- To negotiate with Transport Canada the transfer of the Airport to the Regional Municipality of Hamilton-Wentworth through either the full transfer of assets to the Region, or by agreement which gives effective control to the Municipality.
- To establish an appropriate administrative structure to carry out the above Terms of Reference.

It is the Region's intention to appoint citizens to the Board with a wide cross-section of expertise in areas such as Finance, Legal, Engineering, Air transportation, Business, etc.

Citizen appointees must also reside, own property or have a place of employment within the Regional Municipality of Hamilton-Wentworth.

Citizen Application Forms may be obtained from the Office of the Clerk, Regional Municipality of Hamilton-Wentworth, 119 King Street West, 15th Floor, P.O. Box 910, Hamilton, Ontario, L8N 3V9, between the hours of 8:30 a.m. and 4:30 p.m. Completed applications will be accepted in the Office of the Clerk until November 3, 1993.

Robert C. Prowse
Regional Clerk
October 20, 1993

2.2(c)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 September 28

REPORT TO: Chairman and Members
Hamilton-Wentworth Region Airport Management Board

FROM: Gerry W. Lawson
Treasurer and Commissioner of Finance

SUBJECT: AIRPORT ACCOUNTS RECEIVABLE OVER 90 DAYS
AS AT SEPTEMBER 28, 1993

G.W. Lawson

BACKGROUND:

Monthly, this report is submitted to the Committee for their information. The attached appendix is a listing of the larger accounts receivable which are at least 90 days overdue as of September 28, 1993.

The total accounts receivable for the Airport is $106,477.22 of which $18,477.40 has been outstanding for more than 90 days. The accounts over $100 are listed on Appendix "A" with comments as to the status of the account and action taken by the Region.

Two new accounts have been added since the previous report of August 24, 1993. Three of the accounts in that report have been settled. In addition to the accounts on Appendix "A", there are 37 accounts under $100 outstanding over 90 days with a credit balance of $2,490.04.

APPENDIX "A"

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF FINANCE

Accounts Receivable Over 90 Days
Account: AIRPORT

Customer Number	Customer Name	Total Owed Sept 28/93	Balance on Aug 24/93 Over 90 Days	Current Balance Over 90 Days	Comments
239	Air Charter Systems	$896.70	$896.70	$896.70	Same corporation with two accounts. Landing fees accounts. Company filed proposed payment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed its Proof of Claim for amount owed. The company surrendered its licence and closed its operation. In the company's offer of 5% of the outstanding balance in full settlement of any indebtness **or** 10% over a period of one year with 6 payments. The Region chose to accept the 10% settlement offer. Payments will be made from October 1993 to September 1994.
339	World Wide Air Charter Systems	$577.12	$577.12	$577.12	
291	Pem-Air Ltd.	$0	$1,162.88	$0	Rental/Landing Fees account. Payment received in full on September 22, 1993.
362	South West Air	$509.82	$243.13	$248.43	Landing fees account. Collection given to Letter Service of Credit Bureau. Increased amount is service charge of Sept 1/93.

Customer Number	Customer Name	Total Owed Sept 28/93	Balance on Aug 24/93 Over 90 Days	Current Balance Over 90 Days	Comments
416	Air Niagara Express	$874.14	$874.14	$874.14	Landing fees account. In Receivership as of Sept. 26/91. Region filed its Proof of Claim on Nov. 26/91. Payments to be made on the 30th of April each year commencing April 30, 1993, from the profits of the Company. Once the Promissory Note to the secured Creditors is paid in full, then all unsecured Creditors will be paid.
794	Midway Airways	$722.44	$722.44	$722.44	Landing fee account. Company went bankrupt June 1991. Proof of claim filed with Trustees in U.S.A. on Oct. 4/91. Application is pending in Court and Receiver is awaiting decision from the Court before releasing funds available for distribution.
853	Wings International	$6,357.05	$6,357.05	$6,357.05	Rental account. Collection being pursued by Legal Department through District Court. On March 11/93, Legal had arranged for debtor's examination. Company is dormant. No assets available. Legal is awaiting documentation from one of the shareholders, Mr. Cook, before reporting to us. As previously reported, funds held by the lawyer for Wings International, were taken over by Revenue Canada towards outstanding taxes. Awaiting further updated from Legal Department.
976	Trans-Prov Airlines	$506.96	$434.13	$434.13	Landing fee account. Company filed for Bankruptcy on March 25/93. Proof of Claim filed on April 14/93.

Customer Number	Customer Name	Total Owed Sept 28/93	Balance on Aug 24/93 Over 90 Days	Current Balance Over 90 Days	Comments
1023	Air Laurentian	$12,732.10	$12,430.75	$10,611.62	Rental/landing fees account. Customer's proposal to pay $1,500.00 each month towards the arrears and $1,680.00 towards the current month's rent was considered by the Airport Management Board at April 8/93 meeting. Finance is monitoring payments each month from this Customer.
1041	Viscount Air	$1,691.95	$240.81	$245.81	Landing fees account. Collection being pursued. Increased amount is finance charges of Sept 1/93.
Sub Total		$24,868.28	$23,939.45	$20,967.44	
Accounts Under 90 Days		$81,608.94	N/A	N/A	
Accounts Under $100		$ N/A	$(1,159.37)	$(2,490.04)	
		$106,477.22	$22,780.08	$18,477.40	

22(d)

MINUTES OF THE HAMILTON REGION AIRPORT MANAGEMENT BOARD MARKETING SUB-COMMITTEE

The Hamilton Region Airport Management Board Marketing Sub-Committee met at 8:00 a.m. on Wednesday, September 29th, 1993 at the Hamilton Airport Board Room located in the terminal building.

Present:	Chairman K. Gregg J. Mongeon J. Monaco J. Skelton L. Culver
Absent with regrets:	D. Agostino
Also Present:	Messrs. S. Kincaid Mmes. S. Renshaw, M. Thompson

1. GENERAL

a) **Minutes** of the August 25th, 1993 meeting of the Hamilton Region Airport Management Board Marketing Sub-Committee.

(Mongeon/Monaco)
Be received and adopted as presented. **CARRIED.**

2. BUSINESS ARISING OUT OF THE MINUTES

2.1 1994 Marketing Implementation Plan

(Culver/Mongeon)
That the funds budgeted in the Hamilton Airport 1994 Marketing Implementation Plan be accepted with the admonition that the amount of $88,856 was not sufficient to properly market the Airport.

3. DISCUSSION AGENDA

3.1 Full-Time Airport Marketing Officer

(Monaco/Mongeon)
That marketing staff be dedicated to the Airport seconded from the Economic Development Department on a full-time basis, reporting directly to the Airport General Manager.

4. **NEW BUSINESS**

4.1 Charter Operation - Sunlink Charters

(Monaco/Skelton)
That the report be received.

4.2 Globe and Mail Newspaper Article
That this article be received.

On motion **(Mongeon/Skelton)** the Marketing Sub-Committee adjourned at 9:15 a.m.

_____
Chairman

_____
Secretary

HAMILTON AIRPORT

1994 MARKETING IMPLEMENTATION PLAN

Sylvia Renshaw
Economic Development Department
Hamilton-Wentworth Region

September 29, 1993

TABLE OF CONTENTS

ITEM	PAGE
BACKGROUND	1
1993 SUMMARY OF ACTIVITIES	2
KEY INDICATORS	3
SUMMARY OF RESULTS	4
1994 OBJECTIVES	6
STRATEGY	7
MEDIA	7
1994 PROPOSED BUDGET	9
METHODOLOGY	Appendix A
1993 SUMMARY OF ACTIVITIES	Appendix B
MEDIA OUTLINE	Appendix C

BACKGROUND

Pursuant to Item 7 of Report 8-91 of the Special Airport Committee approved by Regional Council August 20, 1991, staff of the Economic Development Department were authorized to prepare a marketing plan for the Hamilton Airport. The Airport Marketing Plan prepared by staff of the Economic Development Department and Airport was approved at the Special Airport Committee October 28, 1991. The Plan provided a strategy and budget requirement dedicated to improving and increasing passenger and cargo movements through the Airport.

Building upon the strengths of the previous Marketing Plan, Economic Development staff input, current market conditions, implementation (Appendix B) and its resultant affects, the economic impact results (Appendix C), as well as input from Airport staff and tenants (methodology Appendix A), staff have prepared the 1994 Marketing Implementation Plan for review.

1993 SUMMARY OF ACTIVITIES

a) DIRECT SALES: targeted aviation related investment or development decision makers. Forms used include direct visitation, client response, cold calls, direct mail to leads generated from trade shows or inquiries, in-coming convention delegate awareness mailouts, meetings with Transport Canada etc.

b) MEDIA: incorporated bus boards, transit shelters, radio, posters, Cable 14, Mountain Cablevision, Skyline articles, Opportunities mail outs, yellow pages, post cards, etc. to convey Hamilton Airport's services, development opportunities and capabilities to local and Southern Ontario market.

c) SUPPORT MATERIAL: created Hamilton Airport brochure and posters as well as UFLY to market the Airport. This was enhanced by the Hamilton Airport Prospectus developed by staff for bonafide leads to give detailed information about the Airport and surrounding amenities.

d) PRESENTATIONS: presentations and meetings have been held to market the Airport and its services as well as development opportunities. Further, the Airlines have been approached to actively participate in larger, business forums for exposure. ie. Business Appreciation Day Draw, Aviation Luncheon.

e) TRADE SHOWS: staff attended the Canadian Institute of Travel Counsellors of Canada Trade Show and Conference as well as the International Air Cargo Conference to generate leads and gather relevant data. Attendance at the InterAirport Conference and Trade Show may be deleted from the 1993 activities due to budget constraints.

f) SPECIAL PROJECTS -

i) Lot C-13 - staff actively promoted the development of Lot C-13 at trade shows and locally generating interest and possible submissions.

ii) Aeropark - to accommodate business expansion and new facilities Regionally owned land is being serviced for future sale and aviation related development.

iii) Other - HWY #6 extension, Duty Free Shop, Transport Canada Taxiway/Hangar Facility etc. Staff are monitoring and actively involved in the facilitation of the aforementioned projects.

Note: Details related to the above are itemized in Appendix B.

KEY INDICATORS

Staff have identified and tracked key indicators to determine the success of the marketing initiatives. These include:

PASSENGER LEVELS: the levels are tracked to determine if there has been an increase in loads. The increase shows various seasonal trends that exist as well as effectiveness of the marketing initiatives carried out to inform the market area of Hamilton Airport's services.

PHONE INQUIRIES: the number of calls, origination of calls, and timing of calls are tracked to determine the interest generated by the marketing initiatives as well as to target geographical areas for future marketing efforts. Further, the "seasonal" shifts indicate peak activity for various destinations which can be used in future charter marketing efforts.

GENERATED FILES: creating and maintaining leads generated which staff resources were used to follow up the lead, allows the examination of those leads. This enables staff to determine the level of activity and interest developed as a result of the marketing efforts as well as determining when the resultant affect of the lead is completed or leads to other future activity.

INCREMENTS IN CARGO/COURIER/FLIGHTS: monitoring increments in the cargo sector will enable staff to determine whether marketing efforts in this area should be enhanced and what areas of cargo to pursue. Increments will show a positive relationship with marketing efforts as well as future growth in the cargo sector.

PERSONAL CONTACTS: enhancing personal interaction with decision makers in target client base as well as liaising with related government officials, special interest groups, business and industry representatives, and other agencies as required enhances the marketing effort. These contacts are tabulated to determine the effectiveness of the marketing program as well as developing a base to draw upon for future information or activity.

DIRECT MAIL: inducing response from targeted sectors and expanding awareness of Hamilton Airport and its services as well as the development opportunities enhances the marketing efforts to areas which may not be easily accessible or costly to visit in the initial stages of contact.

TRADE SHOW ATTENDANCE: attend and exhibit at trade shows to generate interest in the Airport and development/business opportunities. Contacts made are tracked and followed. Information gathering is also pursued.

INFORMATION/PROPOSALS SENT: creating and maintaining listings of Hamilton Airport Proposals, detailing Airport services, opportunities and surrounding amenities enables staff to determine interest generated from the marketing efforts undertaken. The materials/information sent reinforces the positive image of the Airport and its related business opportunities previously relayed to interested parties. Further, questions generated from the proposals indicate areas that may be enhanced/fine tuned to provide a better package.

OKD SURVEY RESULTS FROM THE AWARENESS CAMPAIGN: the results indicate awareness levels of the Airport, likes, dislikes as they relate to the Airport services. The information will be taken into account for present/future changes as it relates to the marketing initiatives ie. our strengths and weaknesses.

SUMMARY OF RESULTS: (based upon available data to June/93)

- total passenger levels have seen an increase since the inception of the Marketing Plan
- summer months continue to be slower in terms of passenger traffic
- from October 1, 1992 to May 31, 1993 449 calls were placed to the UFLY line
- the majority of calls to the UFLY line originate from (in descending order) Strathroy, Toronto, St. Catharines/Thorold, Ottawa, Hamilton, Brantford, Burlington, Oakville, Kitchener/Waterloo, Welland, Brampton, Stoney Creek, Guelph. Additional origins exist but the numbers are not worthy to merit ranking.
- Airport Marketing staff responded to 458 aviation/development telephone inquiries
- staff generated 33 aviation/development files
- one file closed with the implementation of an aviation business resulting in 7 new jobs
- aircraft movements for carriers over 35,000 kg have increased by approximately 15%
- land lease revenues have increased by 13% from 1992 to 1993
- domestic airline landing revenues have increased by 56% from 1992 to 1993
- transborder airline landing revenues have increased by 11% from 1992 to 1993
- transborder other (ie. corporate aircraft) landing revenues have increased by 55% from 1992 to 1993 however domestic other landing revenues have decreased by 86%
- staff held 67 meetings (personal contacts) in conjunction with aviation/development matters
- direct mail was utilized for the Aviation Luncheon with 65 invitations sent
- 50 people attended

- staff attended the Canadian Institute of Travel Counsellors Conference and Trade Show, Toronto; International AirCargo Show and Conference, Ft. Lauderdale; and the USAir Express Pittsburgh Airport Tour, Pittsburgh. 23 leads were generated with information relayed to contacts internationally
- approximately 30 proposals for the development of Lot C-13 have been issued
- 41 Airport brochures/information/proposals have been sent by staff to interested parties
- OKD conducted an Executive Awareness Survey of senior business people which derived the following Airport related results: approximately 50% of respondents have used Hamilton Airport in the past year, 2/3 of respondents would make more use of the Airport of more charters and destinations were offered, positive factors associated with the Airport included convenience-free parking-less crowds, people did not use the Airport due to the need for more destinations-need for more direct flights-need for improved access-need more reliability-do not like small planes-need for better service.

1994 OBJECTIVES

1) Build on the past successes of the 1993 Marketing Plan.

2) Increase investment/assessment at the Airport and surrounding area.

3) Increase utilization of passenger/cargo/additional services at the Airport.

4) Maintain and expand employment opportunities at the Airport and the surrounding area.

5) Enhance co-operative marketing of the Airport to maximize impact.

6) Overall budget for 1994 marketing implementation is $88,856

STRATEGY

It is recommended that Hamilton Airport be marketed in its entirety, highlighting the variety of services offered. It is intended that each Airport business would then in turn market itself individually to complement the Airport Marketing Campaign. To achieve "more for less" all activities should be investigated as possible sources of "piggy-backing" to save costs during the current economic climate. The focus of marketing should be equally shared to address cargo/passenger/development opportunities of Hamilton Airport:

- increase awareness of Airport/services/development opportunities locally and throughout the Golden Horseshoe as well as internationally through implementation of the 1994 marketing implementation plan

- enhance personal interaction with decision makers in targeted areas

- maintain and enhance support materials, listings, contacts, proposals, etc. for the Airport

- placement of the multi-media campaign targeting business/pleasure traveller and cargo sector

- monitor and respond to factors influencing development

- liaise with various related groups, government - business - industry representatives, and other agencies

- "piggy-back" events/creative/media campaigns/Airline/tenant participation to maximize impact

MEDIA

- It is recommended that "combinations" such as radio/transit shelters/bus boards/airline ticket draw be used.
- By incorporating the "yellow page" point of reference with other ads a discount will be offered by Bell Canada.
- Focus will be placed on the majority of UFLY call origins for yellow page ads and any telemarketing carried out by the Airlines/tenants.
- Radio will be utilized to reach the defined market area and tie in with on-air promotions/airline draws.
- Transit shelters and bus boards along with radio spots will address the local market and keep "Hamilton Airport" in the public eye.

- Airline company logos will be affixed to the existing items to save on reproduction costs. ie. brochure, posters, flyers etc.
- Advertising "tags" will be added to promotions such as Panorama, Hamilton Report, Radio Campaign, local P.R. Campaign to maximize impact.
- The "Opportunities" mail out will be used to "piggy-back" and enhance the profile of the Airport and its services.
- Information/articles about Hamilton Airport businesses/events/news will be shown in "Skyline" and possibly "Skyline Live".
- Cable 14 and Mountain Cablevision will be utilized as the "TV" approach since this service is currently offered to us free of charge.
- Direct Mail may be incorporated to target business sectors such as medical/auto/parts/computers/ communications equipment/aerospace parts/electronic components/ etc. for cargo, as well as Canadian Business Aircraft Association and travel agents
- Ontario Business Journal, Travel Week Bulletin, Cargo Express, Jet Cargo News, Financial Post etc, will be investigated as possible areas where ads may be strategically placed as well as local Brabant papers
- Promote Airlines with draws at events ie. Airshow, Business Appreciation Day, Business Opportunities In The Environment Symposium.
- All successful "absorbed" avenues carried out in 1993 will continue in 1994 ie. proposals sent etc.

PROPOSED 1994 BUDGET

PROPOSED EXPENDITURES:

TRAVEL/EXPENSES: $10,000
-per diems, mileage, etc.

MEDIA:

RADIO $15,000
-Y95
-CHML
-CHAM
-K LITE FM

BUS SHELTERS/BOARDS $15,000
-40 transit shelters at key locations in the Region
ie. HWY cut-offs

LOGOS/DECALS $ 6,000
(brochures, flyers, posters)

MAGAZINE/NEWS ADS $27,850
-Cargo Express
-Jet Cargo News
-Travelweek Bulletin

(SEE ATTACHED MEDIA OUTLINE APPENDIX C)

TRADE SHOWS: $15,000

-Int'l Air Cargo Conf/Tr.Sh.	June	New Orleans	2,000 att.	attend(1)	$1196
-Aviation & Aerospace Conf/Tr.Sh.	June	Hamilton	1,000 att.	exhibit(1)	$1605
-Intl. Air Transp. Conf/Tr.Sh.	Aug.	Abbottsford	2,000 att.	attend(1)	$2116
-Transfreight Intl. Conf/Tr.Sh.	Aug.	Toronto	1,000 att.	attend(1)	$250
-Airport Marketing Seminar Instruct.	Sept.	Cornwall	25 att.	attend(1)	$910
-Frankfurt InterAirport Conf/Tr.Sh. (event held bi-annually ie. 1993 then 1995, with "off" season show being held in U.S.)	Sept.	Frankfurt	8,000 att.	attend (2)	$7822
-CITC Conf/Tr.Sh. (Passenger focus)	Nov.	Toronto	1,000 att.	exhibit(1)	$1054

AVIATION LUNCHEON	$ 1,000
TRAVEL AGENT BREAKFAST	$ 1,000
MISCELLANEOUS (unforeseen costs/events)	$ 4,000
TOTAL	$88,856

CARGO EXPENDITURE - $50,802
PASSENGER EXPENDITURE - $38,054

NOTE: THERE ARE NO FUNDS ALLOCATED TO MEET THE PROPOSED LEVEL OF EXPENDITURE. THE AFOREMENTIONED DOES NOT INCLUDE STAFF RESOURCES OR EXHIBITING COSTS EXCEPT WHERE INDICATED.

FORMS OF MEDIA CHOSEN ARE THOSE WHICH GIVE THE GREATEST EXPOSURE FOR THE COST. FURTHER, USAIR EXPRESS HAS INDICATED THAT THEY WILL "PIGGY-BACK" WITH DRAW TICKETS FOR THE RADIO SPOTS.

CARGO MAGAZINE ADS WILL FEATURE EDITORIALS, ADVERTISEMENTS AND HAMILTON AIRPORT TENANT ADVERTISEMENTS WHICH WILL COINCIDE AND "PIGGY-BACK" WITH EACH OTHER.

THE AFOREMENTIONED DOES NOT INCLUDE MARKETING ACTIVITIES HELD WITH NO DIRECT COST IE. "FREEBIES"; CHAMBER OF COMMERCE TRANSPORTATION SUB-COMMITTEE MEETING AT HAMILTON AIRPORT WITH A TOUR AND PRESENTATION OF THE FACILITY; UFLY NUMBER; ETC.

APPENDIX A

METHODOLOGY: (approach used to generate information)

a) Research

b) Media Consultation

c) Direct/Personal Interaction with Clients -
   i) individual
   ii) group

d) Correspondence

Further, staff carried out the following activities to solicit new ideas and participation by Airport staff and tenants for the 1994 Marketing Plans:

- attend ongoing Airport Tenants and Operator's Committee (ATOC) meetings
- attend ongoing Airport Staff meetings
- attend ongoing Economic Development Business Development meetings
- meet regularly with Tourism/Conventions staff
- held a Airport tenants "Brainstorming Session" on the 1994 Marketing Plans
- hold meetings with Airlines
- send correspondence to Airlines regularly
- verbally communicate with Airlines on an ongoing basis to remind them of written requests made of them
- meet with "head office" representatives from USAir Express

APPENDIX B

1993 SUMMARY OF ACTIVITIES

The following marketing initiatives and activities have been carried out to date.

- promotion of Hamilton Airport to incoming convention delegates
- attendance at the Canadian Institute of Travel Counsellors of Canada Conference/trade Show
- Airport tenants meetings
- Glanbrook Township meetings
- review of Aviation articles/magazines/trade journals
- business visitations
- provision of cold call information
- development of map outlining surrounding available development lands
- meetings with Transport Canada
- economic impact of Hamilton Airport
- Cable 14 advertising
- tracking UFLY
- tracking passenger totals
- providing Airlines with business mail out lists
- invitations/draw prizes/business cards at Business Appreciation Day
- Aeropark servicing/development opportunities
- follow-up of previous files/call sheets generated
- generation of new call sheets
- facilitating new charter services
- provide ongoing information/service to existing and new business opportunities
- review upcoming trade shows/opportunities to relay Airport information and make new contacts/leads
- organize Aviation Luncheon
- develop future events
- pursue new flights/charters/cargo services
- develop and implement Aviation direct mail campaign
- develop inventory list of proximal lands to the Airport ie. size, agent, asking price,
- develop Hamilton Airport Prospectus
- pursue cargo/airline/charter inquiries and inform them of Hamilton Airport opportunities
- work with OKD to market the Airport locally/Southern Ontario
- contact sports teams, future incoming convention delegates to inform them of the Airport's services
- facilitate Skyline articles on the Airport and its tenants
- facilitate Skyline Live on the Airport activities and tenants

APPENDIX B CONTD

- work with the Chamber of Commerce to enhance exposure of the Airport and the Chamber's services to its members ie. encourage Airlines to participate in Business to Business meetings and Transportation Committee
- work with the Stoney Creek Chamber to relay Airport services to its members
- utilization of 5 different radio stations to advertise Hamilton Airport
- utilization of Bus Boards to advertise Hamilton Airport
- utilization of Bus Shelter ads to inform the public of Hamilton Airport
- utilization of the UFLY #
- mention of Airport services in Spectator/Financial Post articles etc. on Hamilton
- phone inquiries
- personal contacts
- information packages/brochures sent to clients
- draws with radio spots
- encourage use of existing creative to save advertising costs and piggy-back/build on existing campaign
- distribution of Airline information at Regional information centres
- distribution of Airline information at the Hamilton Automobile Club
- free advertising air time
- post cards
- yellow pages
- utilization of "Opportunities" mail out to advertise Airlines' services
- Airport booth developed
- Economic Impact of the Airport

APPENDIX C

Olynyk, King & Duda Advertising Inc.
70 Ferguson Ave. N., Hamilton, Ontario L8R 1L4
Telephone: (416) 525-8437, Facsimile: (416) 525-2336

HAMILTON AIRPORT
1994 MEDIA BREAKDOWN

The 1994 media advertising campaign for the Hamilton Airport has been prepared based on the following ojectives;

1) To continue with exposure of the Airport message to the the pleasure and business travel markets.

2) To initiate a campaign that is targetted at cargo companies and travel agents.

3) To utilize media in both areas that can be leveraged with in kind support from the airlines serving Hamilton Airport. In the cargo area, media that will co-operate in providing additional editorial exposure to supplement paid advertising will be given consideration.

4) The geographical areas of the Hamilton CMA, Brantford, Kitchener, Guelph, Cambridge and the Niagara Penninsula have been identified as the key areas for the consumer/business campaign.

Based on the preceding objectives, it is recommended that a combination of Radio, Outdoor and Magazines be utilized in 1994. Due to reallocation of budgets to the cargo area, the consumer portion of the campaign will be limited to Spring 1994.

RADIO

(Budget $15,000)

Radio stations with a signal that originates in Hamilton will be utilized for this campaign. Stations have been selected based on their ability to efficiently reach both a general travel and business audience in all the targetted geographical areas. Based on the available budget, the campaign must rely on the reach of Hamilton stations in the outlying areas after the key market of Hamilton is addressed. Specific stations such as Y95 and CHAM have considerable strength outside of the market. The schedules shown below are for paid spots only and do not take into account any possible bonuses or value added spots that can be obtained utilizing in kind support from the airlines. This will be negotiated at the time of booking. Following are various options for the campaign, utilizing all rotation spots as well other combinations of rotation and news adjacencies. Schedules utilizing three and four stations are shown.

Option 1 - All rotation, 4 stations

Station	Weekly Schedule	Total Weeks	Total Cost
Y95	15 x 30's	6	$6,120
CHAM	10 x 30's	6	$3,000
CHML	12 x 30's	6	$3,960
[illegible]TB	10 x 30's	6	$2,700
			$15,780

Total GRPS/Reach and Frequency		
OMP's -	448.5	44.4%/10.1
A18*49 -	594.8	53.2%/11.2

Option 2 - All rotation, 3 stations

Station	Weekly Schedule	Total Weeks	Total Cost
Y95	16 x 30's	6	$6,528
CHAM	12 x 30's	6	$3,600
CHML	15 x 30's	6	$4,950
			$15,078

Total GRPS/Reach and Frequency		
OMP's -	399.0	37.2%/10.7
A18*49 -	519.1	44.0%/11.8

Option 3 - Mixed rotation and news, 4 stations

Station	Weekly Schedule	Total Weeks	Total Cost
Y95	8 x 30's (news)	6	$4,554
CHAM	12 x 30's	6	$3,600
CHML	8 x 30's (news)	6	$4,278
KLITE	10 x 30's	6	$2,700
			$15,132

Total GRPS/Reach and Frequency

OMP's - 358.4 42.9%/8.4

A18*49 - 450.7 50.3%/9.0

Option 4 - Mixed rotation and news, 3 stations

Station	Weekly Schedule	Total Weeks	Total Cost
Y95	10 x 30's (news)	6	$5,760
CHAM	12 x 30's	6	$3,600
CHML	10 x 30's (news)	6	$5,700
			$15,060

Total GRPS/Reach and Frequency

OMP's - 336.0 36.0%/9.3

A18*49 - 405.8 41.1%/9.9

OUTDOOR

(Budget $15,000)

In 1993, the outdoor component of the campaign was based on a budget of $24,200 and utilized both exterior bus boards (Spring) and transit shelters (Spring and Fall). Both Mediacom and Transad were approached to provide 1 for 1 bonusing which was accepted, in essence doubling the impact of the budget.
Based on the willingness of both companies to provide additional value added media, it is recommended that both exterior bus boards and transit shelters be utilized in the the spring campaign.
The creative direction for this portion of the campaign will continue as in previous years to continue to reinforce the message of ease of use and destinations that are served by the airlines. Outdoor provides high reach and frequency levels within the Hamilton CMA. The transit shelter and exterior bus board campaign will be overlapped to gain maximum impact

Media	Details	Total Weeks	Total Cost
Transit	15 paid	8	$11,250
Shelters	15 bonus	8	n/c
Exterior Bus	25 units	4	$3,375
Boards	25 units	4	n/c
			$14,625

CARGO/TRAVEL AGENTS - Budget $25,000

This portion of the campaign will be addressed through the magazines that reach the potential audience in both Canada and the U.S. Cargo express has expressed interest in running a feature insert on the airport, including both advertising and editorial. Budget has been allowed for this feature.

Publication	Ad size	Total Inserts	Total Cost
Cargo Express	4 pg feature	1	$5,500
Cargo Express	2/3 pg b&w	2	$3,450
Jet Cargo News	1/2 pg b7w	3	$10,200(cdn)
Travelweek Bulletin	1/4 pg b&w	10	$6,700
Creative development			$2,000
			$27,850

Edmonton airport battles to survive

Loss of flights cuts revenue

BY CATHRYN MOTHERWELL
Alberta Bureau

Barcely one year after they took ver operation of Edmonton In-ernational Airport, the local wners are near the breaking oint. If their losses cannot be emmed by the end of the year, ney face the real possibility of oing out of business.

The International, about 30 ilometres from the city centre, ost eight Air B.C. and Canadian irlines International Ltd. ights to the downtown munici-al airport this summer. That ill cost it $1.12-million in lost evenue and officials estimate rport tenants have also lost vice that in concession revenue.

It's placed the Edmonton Re-onal Airports Authority, hich took over operation of the ternational only last autumn, a precarious position.

"For the time being, we're on e line," said Garry King, vice-esident of marketing and cor-orate development with the au-ority. "Any further erosion of heduled service from this air-rt will probably put us below e line."

One problem is that the Ed-onton area is too small to be rved by two airports, one avi-on consultant said. While ge jets can land at the interna-nal airport, the city-owned lmonton Municipal Airport is uch more convenient for busi-ss travellers — it costs $34 to e a taxi from the International

But a strong downtown airport means becoming a feeder into Calgary, and that's a possibility Edmonton city council wants to avoid at all costs. This week it hired a Peat Marwick international airport consultant to help find a solution.

"No one on council wants to see us losing our international airport, obviously," said John Brennan, assistant to Edmonton Mayor Jan Reimer. "But we are in a bit of a box here. What we have to do is come up with some kind of a compromise where, if you will pardon the pun, we stanch the flight of flights from the International to the Municipal."

Another problem, however, is that Edmontonians have proved to be very attached to the convenience of the centrally located facility they fondly call "the Muni." Last fall, they voted down in a plebiscite a plan to shift scheduled air service to the international airport over the next five years.

Traditionally, the municipal airport has handled flights originating only within Alberta and northern Canada. But as the airline fleets were reorganized and smaller aircraft put on the Vancouver-Edmonton route, landing there became a feasible and popular option.

Air B.C. moved first last spring, followed by Canadian later in the summer when it discovered that when given a choice, travellers didn't want to land at the international airport.

"We were losing traffic," said Canadian spokeswoman Linda Thomas. It responded by moving four of its five daily summer schedule Vancouver flights, and then also shifted its 16 weekly Yellowknife flights away from the International.

"We had a lot of feedback from our customers who said they wanted to connect onwards to Vancouver or Calgary."

Edmonton airport losing flights

• From Page B1

All of this is just more bad news for the managers of the international airport, who have fought a losing battle to integrate airport services in the Edmonton region. In fact, the news has been worse than anybody expected — the projected $7-million revenue has dropped by $1.12-million and passenger traffic forecasts are being revised downwards.

In 1992, the airport handled 1.79 million travellers. After Air B.C.'s initial cuts, the 1993 forecast was trimmed to 1.62 million, but managers are again lowering those projections.

By comparison, Calgary International Airport handled 4.6 million travellers last year and anticipates about the same this year. It, too, was privatized last year, along with Vancouver and Montreal.

"A local airport authority isn't entered into unless it's financially feasible," the consultant said. But the Edmonton experience has been far worse than the worst-case scenario envisaged in its initial business plan.

And it also is bad news for economic development officials, who have long argued that Edmonton grows weaker as the number of scheduled flights into the municipal airport increases. New businesses, conventions and tourism become difficult to attract.

"The services that we should have end up being fed through Calgary and, to a lesser extent, Vancouver," said Mr. King of the Edmonton airport authority. "We end up with less than first-class service both domestically and internationally."

And he emphasized that the federal government cannot be expected to step in if the authority's financial woes worsen.

"One thing that is a common misconception is that if the International doesn't remain financially viable, the feds will take it back," Mr. King said. "But they have said 'We will not bail you guys out.' There is no safety net. So we're on our own."

Patrice Miron, an aide to federal Transport Minister Jean Corbeil, said there are provisions in the lease agreement that would allow the federal government to take back operation of the airport, but added: "At this stage it's very clear. We are confident that the local airport authority can still manage the airport properly."

Mr. King believes a solution is likely to be reached before the authority's financial crisis gets worse. "What we really need to do is lock us all in a room and throw away the key."

GLOBE & MAIL 1.8.93

a.2.(a)

URBAN/MUNICIPAL
CA3 ON HW L6S
H18
1993

URBAN N
NOV 1993
GOVERNMENT DOCUMENTS

HAMILTON REGION AIRPORT MANAGEMENT BOARD

A G E N D A

DATE: Thursday, November 18, 1993

TIME: 8:30 o'clock a.m.

PLACE: Hamilton Airport Terminal Building

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1. **GENERAL**

   a) **Declaration of Interest** re: Municipal Conflict of Interest Act

   b) **Minutes** of the October 14, 1993 meeting of the Hamilton Region Airport Management Board

2. **CONSENT AGENDA**

   2.1 **Sublease Renewal and Amendments - R.C.A.F. Association 447 (City of Hamilton) Wing Inc. (AIR 93-047)**

   a) That the application by R.C.A.F. 447 (City of Hamilton) Wing Inc. to renew their sublease for 2,400 square metres of land located in front of the 447 Wing entrance for the provision of vehicle parking for members and guests, be approved, subject to the following:

      i) That the R.C.A.F. 447 (City of Hamilton) Wing Inc.'s current land Sublease No. 135210 be amended to include this 2,400 square metres for vehicle parking;

      ii) That the rental rate for this 2,400 square metres of land be established at $0.86 per square metre per annum, plus a 10% administrative/maintenance fee, plus the 7% GST, resulting in an annual rental rate of $2,429.32, to be paid in monthly instalments of $202.44, plus realty taxes, commencing April 1, 1993 and subject to any future Transport Canada rental rate increases;

iii) That the monthly rent for the land be credited to Land Rental Account No. 1-46006-343199, and the monthly Administrative/ Maintenance Fee be credited to Account No. 1-45137-343199;

iv) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000, naming the Region and Transport Canada as co-insureds;

v) That the applicant be required to deposit with the Region the first and last month's rent at the time of executing the Supplemental Agreement;

vi) That the name of the association, as it appears on and within Sublease No. 135210, be amended in accordance with the official name, as shown on the corporate seal;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Supplemental Agreement to Sublease No. 135210 on behalf of the Region.

2.2 **Pre-Access Licence and Temporary Operating Licence for the Relocation of Shell Canada Projects Limited (AIR 93-053)**

a) That the Region enter into a Licence Agreement with Shell Canada Projects Limited ("Shell Canada") for the purpose of operating a fuel farm in temporary facilities as approved by the Airport General Manager until such time as it receives approval from Her Majesty in Right of Canada as represented by the Minister of Transport ("Transport Canada"), and the Region for a sublease to operate a fuel farm on the east side of Lot C-10 at the Hamilton Airport as determined by the Airport General Manager and such sublease is executed by the parties;

b) That the Region enter into a Licence Agreement with Shell Canada for the purpose of entering upon the east side of Lot C-10 at its own risk and expense in order to prepare for the construction of a new fuel farm there, in the event that it receives approval from Transport Canada and the Region for a sublease for this purpose, and such sublease is executed by the parties;

c) That, subject to Subsection (d) below, the Licence Agreements referred to in Subsections (a) and (b) above commence November 1, 1993 and expire 24 months afterwards or upon the execution of a sub-lease (if granted) between the Region and Shell Canada for the operation of a fuel farm on the east side of Lot C-10, whichever is earlier;

d) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Licence Agreements referred to in Subsections (a) and (b) above, **provided that** such Licence Agreements are in a form satisfactory to the Commissioner of Legal Services and the Airport General Manager, and are not effective until such execution takes place.

2.3 **Memorandum of Understanding between the Region and Mohawk College of Applied Arts and Technology (AIR 93-048)**

That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute a Memorandum of Understanding, on behalf of the Region, with Mohawk College of Applied Arts and Technology, in a form satisfactory to the Commissioner of Legal Services, subject to the following:

a) That the sole purpose of the Memorandum of Understanding is to provide human and physical resources at the Airport, where feasible, specifically relating to office administration, equipment and building maintenance, as well as law and security;

b) That both the Region and Mohawk College agree that the duration of this agreement will be from the date of signing until terminated by either party.

2.4 **For the Information of the Board:**

That the following items be received:

a) Third Quarter Report - Passenger Totals 1992/1993

b) Third Quarter Report - Aircraft Landing, Parking and Emergency Response Fees 1992/1993 (AIR 93-050)

c) Airport Accounts Receivable Over 90 Days as at October 21, 1993

d) Conflict of Interest Guidelines for Citizen Members of Regional Advisory Board and Task Forces

e) Recommendation from the Township of Glanbrook respecting Pearson International Airport Privatization Deal in Relation to the Hamilton Airport

f) Memorandum from Councillor D. Ross respecting Toronto Pearson International Airport's Newly-formed Community Consultative Committee (CCC)

g) Correspondence from R. Bedard, Departmental Assistant to the Honourable Garth Turner, Minister of National Revenue, respecting the operation of a duty-free shop at Hamilton Airport

3. DISCUSSION AGENDA

3.1 Use and Clean-up of Glycol De-Icing Fluids at Hamilton Airport (AIR 93-054)

a) That de-icing of aircraft at Hamilton Airport using Glycol De-icing/ Anti-icing Fluids be permitted only in places designated and approved by the Airport General Manager;

b) That any agency storing, dispensing, spraying or otherwise using Glycol De-icing/Anti-icing Fluids at Hamilton Airport be required to obtain a De-icing/Anti-icing Licence, in a form satisfactory to the Airport General Manager and Commissioner of Legal Services;

c) That the Airport General Manager be required to review and approve all applications for Hamilton Airport De-icing/Anti-icing Service Licences to ensure conformity with the provisions of such Licences and the Glycol Mitigation Plan included therein;

d) That the Airport General Manager be authorized and directed to execute the Hamilton Airport De-icing/Anti-icing Service Licence on behalf of the Regional Municipality of Hamilton-Wentworth;

e) That the Licences referred to in Subsection (c) above are hereby considered standard agreements within the meaning of Section 11, Schedule "B", to Regional By-law No. R91-028, being a by-law to provide for the establishment of the appointment of the Hamilton Region Airport Management Board.

3.2 **Meeting with The Honourable Robert Nixon respecting Pearson Airport Transaction - Memorandum from the Regional Chairman**

For discussion.

3.3 **Discussion of Consent Items**

4. IN CAMERA REPORTS

4.1 **Legal Advice (AIR 93-051)**

4.2 **Property Negotiation (AIR 93-052)**

4.3 **Property Negotiation (AIR 93-055) - Report to follow**

5. ADJOURNMENT

1(b)

MINUTES OF THE HAMILTON REGION AIRPORT MANAGEMENT BOARD

The Hamilton Region Airport Management Board met at 8:30 a.m. on Thursday, October 14, 1993 in the Hamilton Airport Terminal Building.

Present:	Vice Chairman K. Gregg Councillors D. Agostino, G. Etherington, H. Merling, R. Wade; L. Culver, J. Monaco, J. Mongeon, J. Skelton
Absent with regrets:	Regional Chairman R. J. Whynott - Regional Business Councillor D. Wilson - City Business O. Boris - Another Commitment
Also present:	Councillors F. MacIntyre, F. D'Amico Messrs. S. L. Kincaid, J. Fudge, N. Catalano; Mmes. J. Furlani, S. Renshaw, C. Biggs

1. GENERAL

a) **Declaration of Interest** re: Municipal Conflict of Interest Act: None

b) **Minutes** of the September 9, 1993 meeting of the Hamilton Region Airport Management Board

(Wade/Mongeon)
Be received and adopted as presented. **CARRIED.**

2. CONSENT AGENDA

(Skelton/Mongeon)

2.1 **Pre-Access Licence and Temporary Operating Licence for the Relocation of Esso (Imperial Oil) Fuel Farm (AIR 93-045)**

a) That the Region consent to a notice of termination for the tenancy between the Regional Municipality of Hamilton-Wentworth and Imperial Oil Limited for the operation of an aviation fuel storage and handling facility ("fuel farm") on certain lands at the Hamilton Airport ("Site 'A'") **provided that** Imperial Oil first agrees to indemnify the Region against any liabilities, including environmental liabilities, arising out of the tenancy, and that this agreement bind any successors to Imperial Oil Limited;

b) That the Region enter into a licence agreement with Imperial Oil, a partnership of Imperial Oil Limited and McColl-Frontenac Inc. (Imperial Oil) for the purpose of operating a fuel farm at Site "A" until such time as it received approval from Her Majesty in Right of Canada as represented by the Minister of Transport ("Transport Canada") and the Region for a sublease to operate a fuel farm on other lands at the Hamilton Airport ("Site B") as determined by the Airport General Manager and such sublease is executed by the parties;

c) That the Region enter into a licence agreement with Imperial Oil for the purpose of entering upon Site "B" at its own risk and expense in order to prepare for the construction of a new fuel farm there, in the event that it receives approval from Transport Canada and the Region for a sublease for this purpose, and such sublease is executed by the parties;

d) That, subject to Subsection (f) below, the notice of termination, consent and indemnity referred to in Subsection (a) above be effective October 1, 1993;

e) That, subject to Subsection (f) below, the licence agreements referred to in Subsections (b) and (c) above commence October 1, 1993 and expire 24 months afterwards, or upon the execution of a sublease (if granted) between the Region and Imperial Oil for the operation of a fuel farm at Site "B", whichever is earlier;

f) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the consent referred to in Subsection (a) above, and the licence agreements referred to in Subsections (b) and (c) above, **provided that** such consent and licence agreements and the indemnity agreement referred to in Subsection (a) above are in a form satisfactory to the Commissioner of Legal Services and the Airport General Manager, and are not effective until such execution takes place.

2.2 **For the Information of the Board:**

a) Charter Operation - SUNLINK CHARTERS

b) Appointment of Citizen Members to the Airport Management Board (AIR 93-043)

c) Airport Accounts Receivable Over 90 Days as at September 28, 1993

d) **Draft Minutes** of the September 29, 1993 meeting of the Marketing Sub-Committee

e) **Article** from the September 18, 1993 Globe and Mail - "Edmonton Airport Battles to Survive" **CARRIED.**

3. DISCUSSION AGENDA

3.1 Licence for Application of Glycol - Hamilton Airport (AIR 93-046)

The Airport General Manager advised that negotiations were still in progress with Transport Canada and others on this issue, and that a report would be presented to the Board in November.

Recommendations from the September 19, 1993 meeting of the Marketing Sub-Committee (See Item 2.2(d))

3.2 1994 Marketing Implementation Plan

(Wade/Skelton)
That the funds budgeted in the Hamilton Airport 1994 Marketing Implementation Plan be accepted with the admonition that the amount of $88,856 is not sufficient to properly market the Airport. **CARRIED.**

NEW BUSINESS #1

Request for Meeting with Area M.P.'s

(Agostino/Merling)
That the Regional Chairman forward letters to the Area M.P.'s immediately following the October 25, 1993 Federal election, requesting a meeting with the Airport Management Board as soon as possible. **CARRIED.**

3.3 **Full-Time Airport Marketing Officer**

(Merling/Agostino)
That the report respecting "Full-Time Airport Marketing Officer" be received and that no action be taken.

The motion was **DEFEATED** on the following division:

Yeas: Merling, Agostino, Etherington, Wade
Total Yeas: 4
Nays: Mongeon, Culver, Monaco, Skelton, Gregg
Total Nays: 5

(Culver/Mongeon)
a) That 1.0 Full Time Equivalent (FTE) marketing staff be seconded from the Economic Development Department, reporting directly to the Airport General Manager, and the appropriate base be transferred from the Economic Development Department budget to the Airport budget;

b) That this recommendation be forwarded to the Administrative Services Committee for information.

The motion **CARRIED** on the following division:

Yeas: Mongeon, Culver, Monaco, Skelton, Gregg, Wade
Total Yeas: 6
Nays: Merling, Agostino, Etherington
Total Nays: 3

3.4 **Discussion of Consent Items**

N/A

NEW BUSINESS #2

Date of November Airport Management Board Meeting

Out of respect for Remembrance Day, the Board agreed to move the November 11 meeting to November 18.

NEW BUSINESS #3

Correspondence from Mesaba Aviation Inc.

The Board received correspondence from Mr. Robert D. Swenson, President and C.E.O. of Mesaba Aviation Inc., expressing disappointment in their recent service discontinuation between Hamilton and Detroit.

NEW BUSINESS #4

Privatization of Terminals One and Two, Lester B. Pearson International Airport

Alderman F. D'Amico addressed the Board respecting the "contents of the leaked Cabinet document on the privatization of Terminals One and Two and the major implications this will have for the Hamilton Airport".

(Merling/Agostino)

a) That Council be advised that the Airport Management Board strongly objects to the privatization of runways at Lester B. Pearson International Airport

b) That Council be requested to take all necessary actions to convey these concerns to the Federal government. **CARRIED.**

On motion **(Agostino/Etherington)** the Board adjourned at 10:30 a.m. **CARRIED.**

_____
Vice Chairman

_____
Secretary

RECEIVED OCT 1 2 1993

Mesaba Aviation, Inc.
7501 26th Avenue South
Minneapolis, MN 55450
612/726-5151

September 30, 1993

Mesaba

An AirTran Company
Operating as Northwest Airlink

Mr. R.J. Whynott
Regional Chairman
THE REGIONAL MUNICIPALITY
OF HAMILTON - WENTWORTH
P.O. Box 910
Hamilton, Ontario L8N 3V9

Dear Mr. Whynott:

Thank you for your letter expressing disappointment in our recent service discontinuation between Hamilton and Detroit. We, too, were sorry that traffic could not support continued service.

We will continue to evaluate Hamilton and other markets as economic and industry changes occur. Our carrier remains committed to serve communities which have a demand for and can support service to Detroit.

I appreciate your interest in our service and for taking the time to personally write. Best wishes for a successful year.

Sincerely,

MESABA AVIATION, INC.

Robert D. Swenson
President and C.E.O.

RDS/df

CITY COUNCIL
HAMILTON, CANADA

Alderman Frank D'Amico

71 MAIN STREET WEST L8N 3T4 • (416) 546-2730 • RES: (416) 389-7695 - Ward 8

8 October 1993

RECEIVED
OCT 12 1993
REGIONAL CLERKS OFFICE

Mrs. Carolyn Biggs, Secretary
Airport Management Board

Dear Mrs. Biggs:

Can you please make the necessary arrangements to have the contents of the leaked Cabinet document on the privatization of Terminals One and Two and the major implications this will have for the Hamilton Airport, discussed at the next meeting of the Airport Management Board on Thursday, October 14, 1993. A copy of the document in question is enclosed.

Thank you kindly in advance for your assistance. If you have any questions, please don't hesitate to cal me.

Yours very truly,

Frank L. D'Amico
Alderman

/cbk
Encl.

ANNEX 9

NEGOTIATING ISSUES AND RESULTANT CABINET DECISIONS

The main issues that evolved during the negotiations were:

i) the Government's requirement for a "quick start" to construction and redevelopment;

ii) T1T2LP's requirement for a "traffic diversion threshold" to ensure financing and the payment of compensation;

iii) the Air Canada lease and the question of a commitment to Air Canada on the part of the Government beyond 1997.

Ministerial decisions were made during May/June of 1993 with respect to these main issues as follows:

i) in order to provide T1T2LP with the necessary cash flow to allow a "quick start" construction of $96M, the Government agreed to rent deferral of $11M a year for years 2,3, and 4 of the lease (total $33M). This deferred rent would be repaid with interest to the Crown over ten (10) years commencing in year 5.

ii) The Crown has agreed that if Her Majesty develops or redevelops new or additional terminal facilities within 75 km radius of the outer limit of the T1T2 complex, and if:

   i) such development results in a cumulative reduction of more than 1.5 million enplaned/deplaned passengers at T1/T2/T3, and
   ii) the total number of enplaned/deplaned passengers in T1/T2/T3 as a result of this development falls below 33 million in any calender year,

then compensation will be paid to the Developer based on the loss of net income from non-air carrier activities/occupants at T1/T2, as well as air carrier occupants where their reduction is brought about by withdrawal of landing rights. The compensation shall be offset by the total number of passengers that exceed 33 million in each of the calender years prior to the year when the obligation to compensate occurs.

The obligation to compensate ceases to exist, if the Developer is offered the right to lease and develop Area 4 at the airport, and in any event this obligation to compensate expires with the Ground Lease.

RISKS

The potential risks to which the Crown may be exposed include:

i) the risk that, because of design or project management inefficiencies, the developer could not complete the phased development within their available financing. The redevelopment would then be delayed while new financing was being arranged, or the lenders assumed control of the redevelopment, or, in the worst case, the Crown was required to step in and take over the project. Any such delays would impact severely on the operation of LBPIA and would be a source of embarrassment to the Government;

ii) the risk that revenue projections are not realized and therefore the projected return to the Crown will not be realized;

iii) the risk that the developer will default on the Ground Lease either by failure to make payments or through a default mechanism in one of the other agreements ie. Development Agreement, Management and Operations Agreement, Employee Transfer Agreement which in turn cross default to the Ground Lease. The Crown would then have to take action to replace the developer as Tenant and operator. This could have serious effects on the operation of LBPIA. Should T1T2LP default to the Leasehold Mortgagee who, under the Ground Lease is only bound to complete the current stage of development, as is any operator that the Leasehold Mortgagee may bring in, the Crown would then be faced with uncompleted development and its only option for completion being to step in itself.

iv) the risk that even if the development is completed as anticipated, the resulting Terminals 1 and 2 Complex may not be capable of the passenger processing efficiencies that are expected. If this were the case, Levels of Service to the passengers could be reduced to unacceptable levels and result in embarrassment to the Crown.

v) the risk that if the Crown finds it necessary to divert traffic from LBPIA such that the T1/T2/T3 E/D passenger level drops below 33 million, and, area 4 is not offered to T1T2LP, compensation must be paid to T1T2LP. The amount of compensation could be considerable and criticism may be directed at the Crown.

3. DIVERSION THRESHOLD:

The Crown agrees that if it develops terminal facilities within 75 km of the T1/T2 Complex, and the redevlopment causes:

i) a cumulative total loss of 1.5 million enplaned/deplaned passengers, and;

ii) the T1/T2/T3 passenger volume drops below 33 million passengers,

then it will compensate T1T2LP for any economic loss as a result of a diminuation of non-air carrier activities; and where the passenger reduction is caused by the withdrawal of landing rights, for the loss of such air carrier occupants.

The obligation will cease to exist, if the Crown offers T1T2LP the right to develop Area 4, and in any event, at the expiry of the Ground Lease.

4. DEFAULT:

Default may occur under the following circumstances:

i) non payment of rent or non-performance of any other obligation under the Ground Lease; or

ii) non-performance of any obligation under the provisions of the Employee Transfer Agreement, the Management and Services Agreement, the Development Agreement, the Management and Operations Agreement, the Assignment of Plans and Contracts Security Agreement, the Central Heating Plant Lease and any lease relating to the Existing Taxi-Limo Compound; or

iii) an Act of Bankruptcy; or

iv) an assignment or change of control contrary to the provisions of the Ground Lease.

The Crown, at its option, may, with notice, exercise one or more of the following remedies to a default:

i) termination of the lease;
ii) enter into the demised premises and operate the Terminals 1 and 2 Complex on behalf of T1T2LP for the purpose of curing the default without forfeiting the benefit of the terms of the lease;
iii) seek damages;
iv) enforce any penalty or liquidated damages clauses;
v) obtain injunctive relief in appropriate cases;

Leasehold Mortgagee's Provisions. The Crown has been required to agree more or less to the same provisions as are found in the Lease of Terminal 3. Essentially, under these provisions the Leasehold Mortgagee appears to have more rights than the Tenant itself.

PYC. The T1T2LP freedom to impose a PFC shall be restricted and under that restriction it will not be able to impose a PFC unless it has received the prior written consent of the Minister which consent may be unreasonably withheld. Also the Minister will have the right to impose terms and conditions at the time of consent.

Non Disturbance Agreement. The Non disturbance agreement is essentially the same system as what we have under the Terminal 3 Lease. This may bind the Crown to obligations of the Tenant vis-a-vis its subtenants.

Release. There is a provision in the Terminals 1 and 2 Complex Lease which essentially provides that if the Crown transfer this lease to an LAA it would be released of its obligations thereunder vis-a-vis T1T2LP except for certain specified obligations which would survive including the obligations with respect to easements, the environment and passenger threshold.

Passenger Threshold. Unless the Landlord gives the Tenant access to Area 4, the Landlord is undertaking not to develop or redevelop or permit the development or redevelopment of any airport facilities within 75 km of the T1/T2 Complex until the number of enplaned and deplaned passengers at Terminals 1, 2, 3 is 33 million, and thereafter not to so develop or redevelop or permit the development or redevelopment if the effect of such development or redevelopment may be to reduce the passenger volumes at Terminals 1, 2, and 3 below 33 million in any calendar year. If the Crown violates this undertaking it will be exposed to damages which is equal to the economic loss suffered as defined in the lease.

Separate Leases. Provided certain preconditions are met, the Tenant will have the right to separate leases of parts of the leased premises.

Event of Default. Failure to perform any covenants would entitle the Landlord to give to the Tenant (with copy to the Leasehold Mortgagee) a notice of default. If the Tenant (or Leasehold Mortgagee) does not perform the covenant within 30 days after having received the notice of default then the Landlord can deliver a notice of continuing default. If the Tenant (or the Leasehold Mortgagee) does not perform the covenant within 30 days after having received the notice of continuing default, the Landlord, may, subject to giving the Leasehold Mortgagee a further period of 30 days to cure, and subject to certain events the effect of which is to eliminate the landlord's option to terminate, terminate the lease. The default provisions of the Lease are sensitive to the need of leasehold mortgagees to receive notice of any default, to

10. The 33 million passenger diversion clause and the inclusion of the potential use of area 4 will add comfort to the lender's concern with respect to the catastrophic diversion issue, (i.e. Pickering) and should alleviate any concerns lenders have with respect to financing the transaction due to future actions of the Crown to divert traffic and/or build a totally new facility.

Conclusion

We feel comfortable that the transaction is financeable, however we would caution that in the end result, the willingness of lenders to commit to long-term funding for latter phases will be dependent on the performance of Mergeco, particularly in the initial four (4) years of the project.

Value of Transaction to the Crown

The most recent Mergeco financial projections 7/23/93 indicate a value for the ground lease on a net present value basis of $809 million calculated at 8.5%.

In 1992, Price Waterhouse was asked to prepare a valuation report to give the Crown a sense as to what the potential value of the transaction should be to the Crown based on the then known information and the intention of the Crown (re: the R.F.P.). Price Waterhouse's values ranged from the low value of $342 million to a high value of $561 million. There are significant differences in Price Waterhouse's assumptions and Mergeco's.

The major differences between the Price Waterhouse assumptions and those used to calculate Mergeco's value of $809 million are the following:

1. Price Waterhouse's discount rate was 8% versus an 8.5% rate used by Mergeco.

2. The total revenues generated and the net cash-flows from operations in Price Waterhouse's analysis were based on the assumption of a monopoly vis a vis the airlines.

3. Price Waterhouse's net annual cash-flows in the initial phases were initially negative reaching a positive cash flow in Year 10 of $131 million. Mergeco's projections provide for positive net cash-flow from start-up reaching a high in Year 10 of $47 million. In Year 19 in Price Waterhouse's calculations, the net annual cash-flow is estimated to be $129 million. Mergeco's projections at the end of Year 20 indicate a net cash-flow of approximately $70 million.

4. Cash flow used in Price Waterhouse's calculation was 20 years. Mergeco uses a 57 year discounted cash flow.

Price Waterhouse's valuation based on the then known facts is of interest, however the transaction has changed substantially. The return and the underlying assumptions with respect to revenue, expenses and the capital expenditure and the timing, make a meaningful comparison to this valuation to the now proposed transaction difficult.

CONSENT AGENDA MATERIAL

2.1

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 November 1
REL 300-18.1

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Sublease Renewal and Amendments - R.C.A.F. Association 447 (City of Hamilton) Wing Inc. (AIR 93-047)

RECOMMENDATION:

a) That the application by R.C.A.F. 447 (City of Hamilton) Wing Inc. to renew their sublease for 2,400 square metres of land located in front of the 447 Wing entrance for the provision of vehicle parking for members and guests, be approved, subject to the following:

i) That the R.C.A.F. 447 (City of Hamilton) Wing Inc.'s current land Sublease No. 135210 be amended to include this 2,400 square metres for vehicle parking;

ii) That the rental rate for this 2,400 square metres of land be established at $0.86 per square metre per annum, plus a 10% administrative/maintenance fee, plus the 7% GST, resulting in an annual rental rate of $2,429.32, to be paid in monthly instalments of $202.44, plus realty taxes, commencing April 1, 1993, and subject to any future Transport Canada rental rate increases;

iii) That the monthly rent for the land be credited to Land Rental Account No. 1-46006-343199 and the monthly Administrative/Maintenance Fee be credited to Account No. 1-45137-343199.

iv) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000, naming the Region and Transport Canada as co-insureds;

v) That the applicant be required to deposit with the Region the first and last month's rent at the time of executing the Supplemental Agreement;

vi) That the name of the association as appears and within Sublease No. 135210 be amended in accordance with the official name, as shown on the corporate seal;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Supplemental Agreement to Sublease No. 135210 on behalf of the Region.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

We have been advised by our Finance Department that the R.C.A.F. Association 447 Wing consistently paid their rent promptly and correctly.

BACKGROUND:

We are in receipt of a letter from Mr. M. Smith, 447 Wing Co-ordinator requesting the renewal of their current sublease for land for vehicle parking at Hamilton Airport.

SLK/mt

c.c. Mr. Joseph Fudge, Assistant Corporate Counsel
Brian McMullen, Supervisor, General Revenues
Bob Zolaturiuk, Supervisor of Insurance
Mirella Thompson, Lease/Invoice Co-ordinator

REL 3.18.1
AUG 04 1993

ROYAL CANADIAN AIR FORCE ASSOCIATION

PATRON - HER MAJESTY THE QUEEN

No. 447 (City of Hamilton) Wing Incorporated (1986) P.O. Box 212, Mount Hope, Ontario L0R 1W0

REGIONAL MUNICIPALITY OF HAMILTON WENTWORTH
HAMILTON AIRPORT
MT HOPE, ONT.
LOR 1W0

ATTENTION: MIRELLA THOMPSON

RE: SUBLEASE NO 140011
PARKING LOT

DEAR MIRELLA,
THANK YOU FOR YOUR LETTER OF JULY 18/93 RE ABOVE SUBLEASE.

PLEASE PROCEED AS PER YOUR LETTER WITH AN SUPPLEMENTAL AGREEMENT FOR A ONE YEAR TERM.
KENTON BROKERS ARE BEING REQUESTED TO FORWARD THE NECESSARY INSURANCE PAPERS TO YOU FOR YOUR RECORDS.

SINCERELY,

MEL SMITH,
447 WING CO-ORDINATOR

2.2

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 November 4

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Pre-Access Licence and Temporary Operating Licence for the Relocation of Shell Canada Products Limited (AIR 93-053)

RECOMMENDATION:

a) That the Region enter into a licence agreement with Shell Canada Products Limited ("Shell Canada") for the purpose of operating a fuel farm in temporary facilities as approved by the Airport General Manager until such time as it receives approval from Her Majesty in Right of Canada as represented by the Minister of Transport ("Transport Canada") and the Region for a sublease to operate a fuel farm on the east side of Lot C10 at the Hamilton Airport as determined by the Airport General Manager and such sublease is executed by the parties;

b) That the Region enter into a licence agreement with Shell Canada for the purpose of entering upon the east side of Lot C10 at its own risk and expense in order to prepare for the construction of a new fuel farm there in the event that it receives approval from Transport Canada and the Region for a sublease for this purpose and such sublease is executed by the parties;

c) That, subject to Subsection d), below, the licence agreements referred to in Subsections a) and b), above, commence November 1, 1993 and expire 24 months afterwards or upon the execution of a sublease (if granted) between the Region and Shell Canada for the operation of a fuel farm on the east side of Lot C10, whichever is earlier;

d) That the Regional Chairman, Clerk and Commissioner of Finance be authorized and directed to execute the licence agreements referred to in Subsections a) and b), above, **provided that** such licence agreements are in a form satisfactory to the Commissioner of Legal Services and the Airport General Manager and are not effective until such execution takes place.

S. L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

We have been advised by our Finance Department that, in the past, Shell Canada Products Limited has been in good standing and prompt in issuing payments.

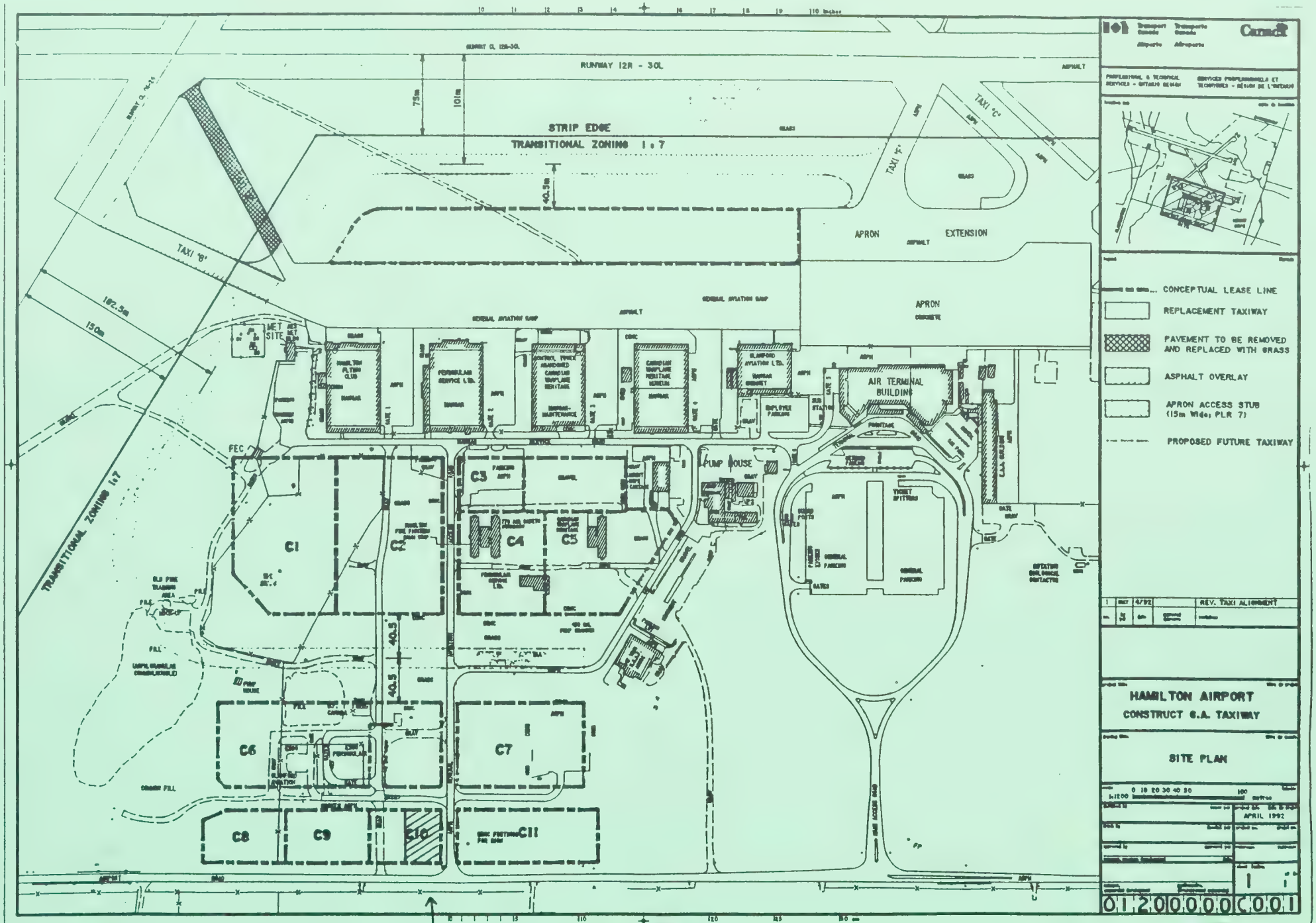
BACKGROUND:

Shell Canada Products Limited has expressed an interest in operating a fuel farm at Hamilton Airport.

Accordingly, Shell Canada is prepared to enter into a licence agreement to operate the fuel farm in temporary facilities as approved by the Airport General Manager until such time as it receives the approval of Transport Canada and the Region for a sublease to operate a fuel farm at a different location (east side of Lot C10) and such sublease is executed by the parties. In anticipation of the granting of approval for and execution of such sublease, Shell Canada is prepared to enter into a second licence agreement that will permit it to enter upon the lands, at its own risk and expense, on the east side of Lot C10 for the purpose of constructing (but not operating) a fuel farm. However, Shell Canada understands that it is entirely within the discretion of Transport Canada and the Region to approve the sublease or not.

In the case of both licence agreements, Shell Canada is agreeable to having them expire 24 months after commencement or the date of the execution of the sublease (assuming approval is granted) with Shell Canada for the operation of the fuel farm on the east side of Lot C10, whichever is earlier. As a result, if approval for the sublease is granted but the sublease is not executed within 24 months after the commencement of the licence agreements, Shell Canada will be required to vacate both locations and return the premises to a condition satisfactory to the Airport General Manager.

SLK/jf
cc: J. Fudge, Legal Services
B. McMullen, Revenues, Finance
B. Zolaturiuk, Insurance, Finance
M. Thompson, Airport Lease/Invoice Co-ordinator



Shell Canada

2.3

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 November 8

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Memorandum of Understanding between the Region and Mohawk College of Applied Arts and Technology - (AIR 93-048)

RECOMMENDATION:

a) That the Regional Chairman, Regional Clerk and Commissioner of Finance on behalf of the Region be authorized and directed to execute a Memorandum of Understanding with Mohawk College of Applied Arts and Technology, in a form satisfactory to the Commissioner of Legal Services, subject to the following:

   i) That the sole purpose of this Memorandum of Understanding is to provide human and physical resources where feasible at the Airport specifically relating to office administration, equipment and building maintenance as well as law and security.

   ii) That both the Region and Mohawk College agree that the duration of this agreement will be from the date of signing until terminated by either party.

Samuel L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The Memorandum of Understanding has been reviewed by our Legal Services Department and approved as to form.

BACKGROUND:

Mohawk College of Applied Arts and Technology and the Hamilton Airport General Manager have agreed to enter into a non-binding Memorandum of Understanding for the purpose of formally acknowledging the respective joint commitment to improve the interrelationship between the respective institutions.

This Memorandum of Understanding results from the joint recognition of the appropriateness of co-operative activities in certain instances which is to be endorsed by the Board of Governors of Mohawk College and the Airport Management Board.

A provision of this Memorandum of Understanding will be the designation of a senior officer by each of the institutions to act as a co-ordinator of appropriate mutually agreed upon activities and as a catalyst for the development of new ideas for joint participation.

The goals of this Memorandum of Understanding can be outlined as follows:

a) To identify possible areas where the Hamilton Airport and Mohawk College could benefit through the use of students at the airport.

b) To examine means to better prepare Mohawk college students to succeed in their business careers.

c) To develop a system for the exchange of information to support business opportunities and teaching/learning.

d) To provide an annual reporting system to the respective reporting bodies.

SLK/mt

c.c. Mr. Joseph Fudge, Assistant Corporate Counsel
Mirella Thompson, Lease/Invoice Co-ordinator
Ms. J. Furlani, Financial Analyst

2.4(a)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 October 27
120-001

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Third Quarter Report - Passenger Totals 1992/1993
(AIR-93-049)

S.L. Kincaid, Airport General Manager

BACKGROUND:

Attached to this report is the Hamilton Airport Passenger Embarkation Totals 1992 and 1993.

The total figures represent passengers departing from this airport only. For passengers embarking and disembarking the total should be doubled.

Your will note that the total passenger embarkation for the third quarter of 1993 is 17,361 as compared to 16,271 for 1992, an increase of 1,090.

HAMILTON AIRPORT PASSENGER EMBARKATION TOTALS

1992

Airline	Jan 92	Feb 92	Mar 92	Apr 92	May 92	Jun 92	Jul 92	Aug 92	Sept 92	Oct 92	Nov 92	Dec 92	Totals
USAir Express	901	1059	1372	1153	1135	871	789	787	904	1024	1060	1086	12141
Air Laurentian	395	484	453	492	492	378	256	285	456	506	415	352	4964
Pem Air	164	152	178	175	263	294	186	171	375	248	208	187	2601
Northwest Airlink	0	0	0	0	135	480	305	312	419	578	458	514	3201
Suntrek	0	0	0	0	0	0	0	0	0	510	1242	1500	3252
Totals	1460	1695	2003	1820	2025	2023	1536	1555	2154	2866	3383	3639	26159

1993

Airline	Jan 93	Feb 93	Mar 93	Apr 93	May 93	Jun 93	Jul 93	Aug 93	Sept 93	Oct 93	Nov 93	Dec 93	Totals
USAir Express	1111	1209	1292	1181	1125	1071	768	882	1090	0	0	0	9729
Air Laurentian	358	343	505	474	484	504	381	410	404	0	0	0	3863
Pem Air	198	167	142	0	0	0	0	0	0	0	0	0	507
Northwest Airlink	467	412	472	422	360	401	348	380	@139	0	0	0	3262
Totals	2134	2131	2411	2077	1969	1976	1497	1672	1494	0	0	0	17361

2.4(b)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 November 1
130-010.1

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Third Quarter Report - Aircraft Landing, Parking and Emergency Response Fees 1992/1993 (AIR 93-050)

S.L. Kincaid, Airport General Manager

BACKGROUND:

Attached to this report is the Hamilton Airport Comparative Analysis - Aircraft Landing, Parking and Emergency Response Services Fees for 1992/1993.

You will note that the total revenue Aircraft Landing, Parking and Emergency Response Services Fees up to September 1993 is $444,044.36, a year-to-date decrease of 1.2%.

SLK/jf

COMPARATIVE ANALYSIS - LANDING FEE REVENUES

1992	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS	BUDGET	VARIANCE
45028-343199 CFR	$126.00	$217.00	$215.00	$2,332.00	$2,045.40	$708.00	$2,322.00	$2,029.94	$2,875.18	$958.00	$405.00	$0.00	$14,233.52	$15,000.00	($766.48)
45030-343199 PARKING	$4,401.62	$4,419.05	$5,125.08	$5,637.59	$4,781.14	$4,996.61	$3,687.57	$3,506.56	$3,755.30	$3,697.34	$3,839.23	$3,449.89	$51,296.98	$40,000.00	$11,296.98
45032-343199 AIRLINE-DOMEST	$10,429.81	$10,032.11	$13,633.09	$11,958.15	$11,084.57	$11,278.00	$17,063.78	$13,056.08	$14,493.71	$14,752.49	$15,361.77	$15,808.73	$158,952.29	$160,000.00	($1,047.71)
45033-343199 AIRLINE-INT'L	$10,995.90	$9,954.82	$11,425.34	$14,558.72	$14,086.72	$16,408.38	$15,503.08	$15,920.92	$16,390.26	$18,327.30	$19,388.82	$21,321.20	$184,281.46	$150,000.00	$34,281.46
45034-343199 OTHER-DOMESTI	$7,242.02	$8,816.61	$9,425.24	$8,485.19	$8,313.81	$8,998.52	$4,936.86	$4,341.31	$3,367.18	$3,958.97	$3,775.98	$3,947.73	$75,609.42	$90,000.00	($14,390.58)
45035-343199 OTHER-INT'L	$5,922.97	$1,166.08	$2,002.60	$4,402.60	$2,388.00	$4,232.24	$2,946.00	$2,504.53	$1,161.16	$1,459.48	$2,036.52	$1,629.84	$31,852.02	$20,000.00	$11,852.02
SUBTOTAL	$39,118.32	$34,605.67	$41,826.35	$47,374.25	$42,699.64	$46,621.75	$46,459.29	$41,359.34	$42,042.79	$43,153.58	$44,807.32	$46,157.39	$516,225.69	$475,000.00	$41,225.69
45137-343199 10% ADMIN	$3,911.83	$3,460.57	$4,182.64	$4,737.43	$4,269.98	$4,662.18	$4,645.93	$4,135.92	$4,204.30	$4,315.36	$4,480.73	$4,615.74	$51,622.61	$60,000.00	($8,377.39)
22836-011 7% GST	$3,012.11	$2,664.64	$3,220.63	$3,647.82	$3,287.88	$3,589.88	$3,577.36	$3,130.97	$2,984.73	$3,322.83	$3,450.15	$3,554.12	$39,443.12	N/A	
GRAND TOTALS	$46,042.26	$40,730.88	$49,229.62	$55,759.50	$50,257.50	$54,873.81	$54,682.58	$48,626.23	$49,231.82	$50,791.77	$52,738.20	$54,327.25	$607,291.42	$535,000.00	$72,291.42

1993															
45028-343199 CFR	$623.00	$157.00	$2,395.00	$2,522.28	$3,061.00	$1,089.00	$1,887.00	$1,307.00	$1,173.00	$0.00	$0.00	$0.00	$14,214.28	$15,000.00	($785.72)
45030-343199 PARKING	$3,579.87	$3,145.29	$2,485.62	$2,692.61	$2,738.22	$3,309.47	$2,779.73	$2,196.96	$2,356.86	$0.00	$0.00	$0.00	$25,284.63	$40,000.00	($14,715.37)
45032-343199 AIRLINE-DOMEST	$17,482.55	$15,621.31	$13,815.79	$16,956.54	$18,209.59	$22,055.61	$24,638.52	$21,259.45	$23,311.04	$0.00	$0.00	$0.00	$173,350.40	$250,000.00	($76,649.60)
45033-343199 AIRLINE-INT'L	$14,807.74	$12,880.90	$13,725.62	$15,852.88	$21,132.34	$16,826.36	$17,805.56	$17,925.84	$12,982.10	$0.00	$0.00	$0.00	$143,939.34	$167,075.00	($23,135.66)
45034-343199 OTHER-DOMESTI	$477.72	$579.12	$439.34	$1,626.75	$343.24	$731.48	$385.31	$512.04	$640.56	$0.00	$0.00	$0.00	$5,735.56	$12,000.00	($6,264.44)
45035-343199 OTHER-INT'L	$1,506.38	$2,162.04	$2,224.94	$1,636.78	$1,324.12	$2,074.28	$996.84	$2,812.64	$3,326.79	$0.00	$0.00	$0.00	$18,064.81	$31,000.00	($12,935.19)
SUBTOTAL	$38,477.26	$34,545.66	$35,086.31	$41,287.84	$46,808.51	$46,086.20	$48,492.96	$46,013.93	$43,790.35	$0.00	$0.00	$0.00	$380,589.02	$515,075.00	($134,485.98)
45137-343199 10% ADMIN	$3,847.73	$3,454.57	$3,508.63	$4,128.78	$4,680.86	$4,655.20	$4,849.30	$4,601.39	$4,379.04	$0.00	$0.00	$0.00	$38,105.50	$40,000.00	($1,894.50)
22836-011 7% GST	$2,962.75	$2,660.03	$2,635.46	$3,179.16	$3,604.25	$2,435.86	$2,695.48	$2,549.62	$2,627.23	$0.00	$0.00	$0.00	$25,349.84	N/A	
GRAND TOTALS	$45,287.74	$40,660.26	$41,230.40	$48,595.78	$55,093.62	$53,177.26	$56,037.74	$53,164.94	$50,796.62	$0.00	$0.00	$0.00	$444,044.36	$555,075.00	($111,030.64)
NET INCREASE/DECREASE (WITHOUT GST)	($705.16)	($66.01)	($7,414.05)	($6,695.06)	$4,519.75	($542.53)	$2,237.04	$5,120.06	$1,922.30	($47,468.94)	($49,288.05)	($50,773.13)	($149,153.78)	$20,075.00	
% OF INCREASE/DECREASE	-1.64%	-0.17%	-16.11%	-12.85%	9.62%	-1.06%	4.38%	11.25%	4.16%	-100.00%	-100.00%	-100.00%	-26.27%	3.75%	

24(c)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 October 21

REPORT TO: Chairman and Members
Hamilton-Wentworth Region Airport Management Board

FROM: Gerry W. Lawson
Treasurer and Commissioner of Finance

SUBJECT: AIRPORT ACCOUNTS RECEIVABLE OVER 90 DAYS
AS AT October 21, 1993

G.W. Lawson

BACKGROUND:

Monthly, this report is submitted to the Committee for their information. The attached appendix is a listing of the larger accounts receivable which are at least 90 days overdue as of October 21, 1993.

The total accounts receivable for the Airport is $116,048.73 of which $18,246.68 has been outstanding for more than 90 days. The accounts over $100 are listed on Appendix "A" with comments as to the status of the account and action taken by the Region.

No new accounts have been added since the previous report of September 28, 1993. Two of the accounts in that report have been settled. In addition to the accounts on Appendix "A", there are 37 accounts under $100 outstanding over 90 days with a credit balance of $2,411.73.

APPENDIX "A"

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF FINANCE

Accounts Receivable Over 90 Days
Account: AIRPORT

Customer Number	Customer Name	Total Owed Oct 21/93	Balance on Sept 28/93 Over 90 Days	Current Balance Over 90 Days	Comments
239	Air Charter Systems	$896.70	$896.70	$896.70	Same corporation with two accounts. Landing fees accounts. Company filed proposedpayment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed its Proof of Claim for amount owed. The company surrendered its licence and closed its operation. In the company's offer of 5% of the outstanding balance in full settlement of any indebtness or 10% over a period of one year with 6 payments. The Region chose to accept the 10% settlement offer. Payments will be made from October 1993 to September 1994.
339	World Wide Air Charter Systems	$577.12	$577.12	$577.12	
362	South West Air	$78.41	$248.43	$0	Landing fees account. Payment received in full on October 14, 1993.

Customer Number	Customer Name	Total Owed Oct 21/93	Balance on Sept 28/93 Over 90 Days	Current Balance Over 90 Days	Comments
416	Air Niagara Express	$975.79	$874.14	$874.14	Landing fees account. In Receivership as of Sept. 26/91. Region filed its Proof of Claim on Nov. 26/91. Payments to be made on the 30th of April each year commencing April 30, 1994, from the profits of the Company. Once the Promissory Note to the secured Creditors is paid in full, then all unsecured Creditors will be paid.
794	Midway Airways	$722.44	$722.44	$722.44	Landing fee account. Company went bankrupt June 1991. Proof of claim filed with Trustees in U.S.A. on Oct. 4/91. Application is pending in Court and Receiver is awaiting decision from the Court before releasing funds available for distribution.
853	Wings International	$6,357.05	$6,357.05	$6,357.05	Rental account. Collection being pursued by Legal Department through District Court. On March 11/93, Legal had arranged for debtor's examination. Company is dormant. No assets available. Legal is awaiting documentation from one of the shareholders, Mr. Cook, before reporting to us. As previously reported, funds held by the lawyer for Wings International, were taken over by Revenue Canada towards outstanding taxes. Awaiting further updated from Legal Department.
976	Trans-Prov Airlines	$506.96	$434.13	$506.96	Landing fee account. Company filed for Bankruptcy on March 25/93. Proof of Claim filed on April 14/93. Increased amount is $72.83 for May 19/93 Landing fees after Proof of Claim. A Revised claim is filed.

Customer Number	Customer Name	Total Owed Oct 21/93	Balance on Sept 28/93 Over 90 Days	Current Balance Over 90 Days	Comments
1023	Air Laurentian	$15,582.19	$10,611.62	$10,724.00	Rental/landing fees account. Customer's proposal to pay $1,500.00 each month towards the arrears and $1,680.00 towards the current month's rent was considered by the Airport Management Board at April 8/93 meeting. Finance is monitoring payments each month from this Customer.
1041	Viscount Air	$1,071.17	$245.81	$0	Landing fees account. Payment received Oct.9, 1993.
Sub Total		$26,767.83	$20,967.44	$20,658.41	
Accounts Under 90 Days		$89,280.90	N/A	N/A	
Accounts Under $100		$ N/A	$(2,490.04)	$(2,411.73)	
		$116,048.73	$18,477.40	$18,246.68	

2.4(d)

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 September 15

REPORT TO: Chairman and Members
Administrative Services Committee

FROM: Robert C. Prowse
Regional Clerk

SUBJECT: **Conflict of Interest Guidelines for Citizen Members of Regional Advisory Boards and Task Forces (CLE 93-039)**

RECOMMENDATION:

a) That the Conflict of Interest guidelines proposed for citizen members of Regional advisory boards and task forces, attached to report CLE 93-039, be approved.

b) That a copy of report CLE 93-039 be forwarded to all Standing Committees of Council for their information.

Robert C. Prowse
Regional Clerk

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

None.

BACKGROUND:

With the adoption of Information Item c) ii) of Report 12-93 of the Economic Development and Planning Committee, Regional Council at its meeting of Tuesday, July 20, 1993, directed staff to prepare Conflict of Interest guidelines for citizen members of Regional advisory boards and task forces. The attached is in response to this direction.

At this time, citizen members of advisory bodies are not subject to the provisions of the Municipal Conflict of Interest Act, which applies to elected members of municipal councils and local boards. Following the delivery of the Report of the Municipal Conflict of Interest Consultation Committee, in July, 1991, the Ministry of Municipal Affairs distributed draft legislation on conflict of interest which would also cover persons who serve on advisory bodies established by municipal councils.

The Guidelines proposed for approval in this report are based upon and consistent with the principles contained in the proposed new legislation. For the first time, advisors will be specifically required to declare a pecuniary interest at meetings of advisory bodies. However, unlike elected members of a municipal council, an advisor will be permitted to participate in discussion and to vote on the matter under consideration. The details of the advisor's interest will be recorded in the minutes of the meeting, in order that the appropriate Committee of Council, and ultimately Regional Council, will be able to decide the matter with a complete knowledge of all the relevant facts.

RCP/st

CONFLICT OF INTEREST GUIDELINES FOR CITIZEN MEMBERS OF REGIONAL ADVISORY BOARDS AND TASK FORCES

1. The purpose of these Guidelines is to preserve the integrity, independence and accountability of decision-making by Regional Council, by setting out clear guidelines on conflict of interest for citizen members of Regional advisory boards and task forces.

2. In these Guidelines,

"advisor" means a person, other than a member of Regional Council, who is appointed by Council to an advisory board or task force.

"advisory body" means a board, task force, or other body, to which Regional Council has appointed at least one member of the public.

"pecuniary interest" means an interest consisting of, measured in, or related to money, and includes a pecuniary interest of the advisor's spouse, minor child, business partner, employer, or an organization to which the advisor belongs.

3. Where an advisor has a pecuniary interest in a matter which is the subject of consideration at a meeting of an advisory body, the advisor,

   (a) if present, shall orally disclose the interest and its general nature before any consideration of the matter at the meeting;

   (b) if not present, after becoming aware that any matter in which the advisor had a pecuniary interest was the subject of consideration at a meeting of an advisory body, shall orally disclose the interest and its general nature at the next meeting of the advisory body that the advisor attends.

4. The Regional Clerk or his authorized designate shall record every oral declaration of interest and its general nature in the minutes of the meeting of the advisory body at which the declaration was made.

5. A copy of these Guidelines shall be provided to every advisor following their adoption by Regional Council, and thereafter to each new member of the public who is appointed to an advisory body.

RECEIVED NOV 08 1993

2.4(e)

THE CORPORATION OF THE TOWNSHIP OF GLANBROOK

P.O. BOX 130 MOUNT HOPE, ONTARIO L0R 1W0 TELEPHONE: (416) 679-4121 FAX: (416) 679-6537

November 3, 1993

File No.: D02.AI

Mr. Reg Whynott
Chairman
Region of Hamilton-Wentworth
P.O. Box 910
HAMILTON, Ontario
L8N 3V9

"FAXED"

Dear Sir:

RE: Pearson International Airport Privatization Deal in Relation to the Hamilton Airport

At the regular meeting of the Glanbrook Township Council held on November 1, 1993, the following recommendation was adopted:

Res. 22-13-93
Pearson International Airport Privatization Deal in Relation to the Hamilton Airport

"WHEREAS the newly elected Federal Liberal Government has appointed Robert Nixon to review the Pearson International Airport privatization deal;

AND WHEREAS the future of the Hamilton Airport should be considered as part of this review;

AND WHEREAS the Hamilton Airport is located within the Township of Glanbrook.

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF GLANBROOK ENACTS AS FOLLOWS:

THAT the Council of the Corporation of the Township of Glanbrook strongly support the development of the Hamilton Airport to its fullest potential to provide for the maximum economic benefits to the Township and the entire Region of Hamilton-Wentworth;

THAT the review of the Pearson International Airport privatization deal must ensure that this deal will not adversely affect the full development of the Hamilton Airport and the surrounding lands for future commercial and industrial development;

THAT the Township of Glanbrook make representations to Robert Nixon as soon as possible regarding this matter;

(..../2)

FURTHER that Robert Nixon, the newly elected local Members of Parliament, the Prime Minister designate and the Region of Hamilton-Wentworth be advised of this decision of the Township of Glanbrook Council."

Any questions or information regarding this matter should be directed to the Office of Mayor Glen Etherington at (905) 679-4121.

Yours truly,

Trish Brown

Trish Brown
Acting Clerk

/tb
cc: Mayor Etherington
Mr. Sam Kincaid, Manager - Hamilton Airport
Mr. Mac Carson, CAO - Region of Hamilton-Wentworth
Mr. Don Ross, Chairman - Regional Economic Development and Planning Committee

2.4(f)

CITY COUNCIL
HAMILTON, CANADA

Alderman Don Ross
Chairman - Economic Development & Planning
Chairman - Finance & Administration

71 MAIN STREET WEST L8N 3T4 • (416) 546-2730 • RES: (416) 387-1842 - Ward 8

November 1, 1993.

TO: R. Whynott,
Chairman,
Airport Management Board.

Carolyn Biggs,
Secretary,
Airport Committee.

FROM: Don Ross,
Chairman,
Economic Development and Planning.

SUBJECT: **TORONTO PEARSON INTERNATIONAL AIRPORT'S NEWLY-FORMED COMMUNITY CONSULTATIVE COMMITTEE (CCC).**

For information purposes, enclosed is a copy of a letter from Chern S. Heed, Airport General Manager concerning the contact person of the newly-formed Community Consultative Committee.

Don Ross,
Chairman,
Economic Development and Planning.

DR:dd

Encl.

Transport Canada Transports Canada
Airports Aéroports

OCT 29 93

October 22, 1993

Your file Votre référence

Our file Notre référence

Mr. Don Ross
71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Mr. Ross:

I am writing to follow up on my letter of August 17, 1993 requesting nominations for a spoke community representative to Toronto Pearson International Airport's newly-formed Community Consultative Committee (CCC).

Mayor David Hughes from Cochrane, Ontario, nominated by the Northeastern Ontario municipalities action group, has been selected as the spoke representative to this committee.

Mayor Hughes can be contacted at the following address:
Box 490
171 Fourth Avenue
Cochrane, Ontario
P0L 1C0

In its role as Ontario's air transportation hub, Pearson International Airport impacts on the entire Ontario regional air transportation system. For that reason, I would urge you to contact Mayor Hughes to advise him of your interest in being kept abreast of Pearson International Airport matters and to apprise him of any specific issues you may wish addressed to future CCC meetings.

Thank you for your continued interest. I am hopeful that through this committee, we will develop a better understanding of the air transportation needs of Ontario regional communities, and of how Toronto Pearson International Airport can assist in their fulfilment.

Yours truly,

Chern S. Heed
Airport General Manager

RECEIVED OCT 29 1993

Office of the Minister
of National Revenue

Cabinet du ministre
du Revenu national

24(g)

October 22, 1993

Mr. Reg Whynott
Regional Chairman
The Regional Municipality
of Hamilton - Wentworth
P.O. Box 910
Hamilton, Ontario
L8N 3V9

Dear Mr. Whynott:

On behalf of the Minister, the Honourable Garth Turner, I wish to acknowledge your letter of October 7, 1993, concerning the operation of a duty-free shop at Hamilton Airport.

The Minister has asked officials of the Department to look into the matter and he will provide you with a reply as soon as possible.

Yours sincerely,

Raymond Bédard,
Departmental Assistant

Connaught Building Immeuble Connaught
Ottawa, Canada K1A 0L5

DISCUSSION

AGENDA

MATERIAL

3.1

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 November 5
010-011.1

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Use and Clean-up of Glycol De-Icing Fluids at Hamilton Airport
(AIR 93-054)

RECOMMENDATION:

a) That de-icing of aircraft at Hamilton Airport using Glycol De-icing/Anti-icing Fluids be permitted only in places designated and approved by the Airport General Manager;

b) That any agency storing, dispensing, spraying or otherwise using Glycol De-icing/Anti-icing Fluids at Hamilton Airport be required to obtain a De-icing/Anti-icing Service Licence in a form satisfactory to the Airport General Manager and Commissioner of Legal Services;

c) That the Airport General Manager be required to review and approve all applications for Hamilton Airport De-icing/Anti-icing Service Licences to ensure conformity with the provisions of such Licences and the Glycol Mitigation Plan included therein;

d) That the Airport General Manager be authorized and directed to execute the Hamilton Airport De-icing/Anti-icing Service Licence on behalf of the Regional Municipality of Hamilton-Wentworth; and

e) That the Licences referred to in Subsection (c) above, are hereby considered standard agreements within the meaning of Section 11, Schedule "B", to Regional By-Law No. R91-028 being a By-Law to provide for the establishment of the appointment of Hamilton Region Airport Management Board.

S.L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The use and control of Glycol and other de-icing/anti-icing fluids at the Hamilton Airport has definite legal implications concerning compliance with all Federal and Provincial environmental requirements.

Off Airport emissions of Glycol and other de-icing/anti-icing fluids would come under the jurisdiction of The Environmental Protection Act and the Ontario Water and Resources Act. The Airport's Glycol use and control plan, together with licensing requirements, should better ensure compliance with the Federal and Provincial environmental standards, and impose direct legal responsibility to the Region on Glycol users at the Hamilton Airport.

BACKGROUND:

To remove accumulation of snow, frost or ice from aircraft wings, control surfaces, fuselage or other critical places and to prevent such accumulation, it is often necessary to spray glycol based De-icing/Anti-icing Fluids on aircraft. It is impossible to prevent such fluids from running off the aircraft onto the aircraft parking or operating surfaces. Although evaporation of the glycol does occur over time, in many cases it makes its way through the drainage systems into off airport creeks and rivers. Such pollution of water courses is prohibited by Federal and Provincial statutes.

Active and ongoing attempts to mitigate the Glycol emissions during the winters of 1991/1992 and 1992/1993 have not proven entirely successful, and water stream testing by the Ministry of the Environment (MOE) have suggested higher than allowable emissions. The MOE have advised that additional action must be taken as have environmental specialists of Transport Canada.

Accordingly, a glycol use and control plan has been and continues to be developed for the Airport. Part of that plan involves catch basin sealing, retention pond improvements and pavement crack sealing. Another part requires mechanical clean-up of glycol from pavement surfaces subsequent to de-icing activities. A key element of the plan is to require the training of de-icing and clean-up operators and the licensing of such operators. A proposed licence has been developed in consultation with Transport Canada by the Legal Services Department.

The cost of all infrastructure improvements and operating procedures will be borne by Transport Canada and aircraft operators. No costs accrue to the Regional Municipality of Hamilton-Wentworth.

32

OFFICE OF THE REGIONAL CHAIRMAN

MEMORANDUM

****

DATE: November 8, 1993

TO: Members, Airport Management Board

FROM: Mr. R.J. Whynott
Regional Chairman

****

I received a call from Mr. Bob Nixon asking for the opportunity to meet with me for an hour for discussions around the Pearson Airport Transaction. Although it was very short notice, I was able to invite Mayors Etherington, Morrow and Wade along with our Airport General Manager, Sam Kincaid and we had an excellent, albeit short, conversation with Mr. Nixon.

During our talk, we emphasized the importance of our airport and our needs relative to the future as well as our concerns about the Pearson transaction.

At the conclusion, he asked for our formal position related to the Pearson proposal and we provided him with the attached summary.

I'm sorry that the invitation did not include all members of the Airport Management Board or Regional Council but I hope we were able to capture the spirit of your concerns in our presentation.

R.J. (Reg) Whynott
Chairman
Airport Management Board

Attachment

THE REGIONAL MUNICIPALITY
OF HAMILTON - WENTWORTH

Office of the Chairman

November 8, 1993

The Honourable Robert Nixon
95 Wellington Street West
Suite 1702
Box 27
Toronto, Ontario
M5J 2N7

Dear Bob:

We were most pleased to have the opportunity to speak to you last week about our concerns with the Pearson deal and our ideas about the future of Hamilton Airport. Our airport is on the edge of a development breakthrough and nothing should be done at Pearson that could adversely affect our Region's airport.

That really is the thrust of our argument; our relationship with Pearson is critical to our success. At Pearson, new runways, curfew changes, major alterations in airspace use can affect Hamilton Airport. In many ways we share the same market thus decisions taken for the good of Pearson Airport can be to the detriment of Hamilton Airport. If I can leave one point with you, it is that we should be consulted before decisions are taken rather than after the fact.

However, if we are to be consulted "after the fact", it was our pleasure to have you as the "consultant". We wish you the best as you sort through this situation. If you need further information, technical or otherwise, please give me a call.

Yours sincerely,

R.J. (Reg) Whynott
Regional Chairman

Encl.

P.O. Box 910, Hamilton, Ontario L8N 3V9
Tel: (416) 546-4200 Fax: (416) 546-2340

THE REGIONAL MUNICIPALITY
OF HAMILTON - WENTWORTH

Office of the Chairman

HAMILTON-WENTWORTH/HAMILTON AIRPORT CONSIDERATIONS WITH REGARD TO PRIVATIZATION OF PEARSON AIRPORT TERMINALS 1 & 2 (T1/T2)

1. Policies and activities at Pearson Airport can and do have a direct effect on Hamilton. Certain aspects of T1/T2 privatization, such as the Passenger Threshold provision at Article 61 of the lease between the Crown and T1T2 Limited Partnership, could limit or restrict development at Hamilton Airport. The concern here is that although it may take years for the Threshold provision to be directly applied, the fact of its existence can have a deadening effect on investment at Hamilton Airport as entrepreneurs realize that there is a real danger that the facility will not achieve its true potential. Article 61 of the lease should be removed.

2. The co-ordination of aviation activities and revenues that flow from Pearson into these activities, through Transport Canada, could be impaired by the T1/T2 privatization. The Greater Toronto LAA concept had co-ordination as one of its tenets either through direct control of airports or by association with airports such as Oshawa and Hamilton. Revenues from Pearson are critical to the success of the LAA. Hamilton Airport can co-operate with Pearson but it cannot compete as the playing field is not level.

3. If the T1/T2 formula for privatization is followed for Pearson's runways the effect on Hamilton Airport will be even more damning. The advantage to aircraft operators in using Pearson are so great that if Pearson cuts its landing fees to attract business or if the curfew system were to be changed Hamilton would see its business sucked away. In effect, the lessee of the Pearson runways would be able to capitalize on the public investment in the existing runways to dominate the Southern Ontario aviation system. Hamilton's airport and community would be poorer.

4. There is a huge investment and many jobs at Hamilton Airport with much more investment and hundreds of more jobs to come. All of this is threatened by the privatization activities at Pearson.

P.O. Box 910, Hamilton, Ontario L8N 3V9
Tel: (416) 546-4200 Fax: (416) 546-2340

URBAN/MUNICIPAL
CA3 ON HW L6S
H18
1993

Ruth Greenwood
Hamilton Public Library
2nd Floor, 55 York Blvd.
Hamilton, Ontario
L8R 3K1

HAMILTON REGION AIRPORT MANAGEMENT BOARD

A G E N D A

URBAN M
DEC - 1993
GOVERNMENT DOCUMENTS

DATE: Thursday, December 9, 1993

TIME: 8:30 o'clock a.m.

PLACE: Hamilton Airport Terminal Building

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1. **GENERAL**

   a) **Declaration of Interest** re: Municipal Conflict of Interest Act

   b) **Minutes** of the November 18, 1993 meeting of the Hamilton Region Airport Management Board

2. **CONSENT AGENDA**

   2.1 **Temporary Sublease Renewal (Trailer Site) - Glanford Aviation Ltd. (AIR 93-056)**

   a) That the application of Glanford Aviation Ltd. to renew their temporary sublease, numbered 142352, housing a trailer located east of the air terminal building, for the operation of a helicopter hangar and landing pad, be approved, subject to the following:

   i) That the applicant enter into a one-year Supplemental Agreement with a one-year renewal option, amending the current temporary sublease with the Region, in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

ii) That the rental rate for 2,911 square metres of land for a helicopter hangar and landing pad be established at $1.40 per square metre per annum, and the rental rate for 98 square metres of land for a trailer site be established at $80.00 per month, plus a 10% administration/maintenance fee, plus $100.00 per month for hydro charges for the trailer site, resulting in an annual rental rate of $6,738.94, to be paid in monthly instalments of $561.58 (GST extra), plus realty taxes, commencing January 1, 1994 and subject to any future rental increases;

iii) That the applicant be required to deposit with the Region the first and last months rent at the time of executing this Supplemental Agreement;

iv) That the monthly rent be credited to Land Rental Account No. 1-46006-343199, and the monthly Administrative/Maintenance Fee credited to Account No. 1-45137-343199;

v) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000, naming the Region and Transport Canada as co-insureds;

vi) That the applicant be advised that at the end of this renewal option contained in the one-year Supplemental Agreement amending Sublease No. 142352, the sublease will be required to relocate to a permanent location providing such airport lands are available for the construction of a hangar and office complex suitable to helicopter and fixed based operations;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Supplemental Agreement on behalf of the Region.

2.2 **For the Information of the Board:**

That the following items be received:

a) Province of Ontario Submission to Robert Nixon on the Pearson Airport T1/T2 Situation (AIR 93-057)

b) Airport Accounts Receivable Over 90 days as at November 22, 1993

c) **Correspondence** dated November 18, 1993 from Peggy Cork, Senior Departmental Assistant, Office of the Minister of National Revenue, acknowledging letter to the Honourable David Anderson concerning the operation of a duty-free shop at Hamilton Airport

d) **Correspondence** dated November 16, 1993 from Bob Mackenzie, M.P.P., Hamilton East

e) **Article** from Wednesday, December 1, 1993 edition of The Hamilton Spectator re: "No Harm in Pearson Deal: Nixon"

3. DISCUSSION AGENDA

4. ADJOURNMENT

1(4)

MINUTES OF THE HAMILTON REGION AIRPORT MANAGEMENT BOARD

The Hamilton Region Airport Management Board met at 8:30 a.m. on Thursday, November 18, 1993 in the Hamilton Airport Terminal Building.

Present:	Regional Chairman R. J. Whynott Vice Chairman K. Gregg Councillors D. Agostino, G. Etherington, H. Merling, D. Wilson; O. Boris, J. Monaco, J. Mongeon, J. Skelton
Absent with regrets:	Councillor R. Wade - Regional Business L. Culver - Another Commitment
Also present:	Messrs. S. L. Kincaid, J. Fudge, N. Catalano; Mmes. J. Furlani, M. Thompson, S. Renshaw, C. Biggs

1. GENERAL

a) **Declaration of Interest** re: Municipal Conflict of Interest Act: None

b) **Minutes** of the October 14, 1993 meeting of the Hamilton Region Airport Management Board

(Etherington/Monaco)
Be received and adopted as presented. **CARRIED.**

2. CONSENT AGENDA

(Wilson/Mongeon)

2.1 **Sublease Renewal and Amendments - R.C.A.F. Association 447 (City of Hamilton) Wing Inc. (AIR 93-047)**

a) That the application by R.C.A.F. 447 (City of Hamilton) Wing Inc. to renew their sublease for 2,400 square metres of land located in front of the 447 Wing entrance for the provision of vehicle parking for members and guests, be approved, subject to the following:

i) That the R.C.A.F. 447 (City of Hamilton) Wing Inc.'s current land Sublease No. 135210 be amended to include this 2,400 square metres for vehicle parking;

ii) That the rental rate for this 2,400 square metres of land be established at $0.86 per square metre per annum, plus a 10% administrative/maintenance fee, plus the 7% GST, resulting in an annual rental rate of $2,429.32, to be paid in monthly instalments of $202.44, plus realty taxes, commencing April 1, 1993 and subject to any future Transport Canada rental rate increases;

iii) That the monthly rent for the land be credited to Land Rental Account No. 1-46006-343199, and the monthly Administrative/ Maintenance Fee be credited to Account No. 1-45137-343199;

iv) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000, naming the Region and Transport Canada as co-insureds;

v) That the applicant be required to deposit with the Region the first and last month's rent at the time of executing the Supplemental Agreement;

vi) That the name of the association, as it appears on and within Sublease No. 135210, be amended in accordance with the official name, as shown on the corporate seal;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Supplemental Agreement to Sublease No. 135210 on behalf of the Region.

2.2 **Pre-Access Licence and Temporary Operating Licence for the Relocation of Shell Canada Products Limited (AIR 93-053)**

a) That the Region enter into a Licence Agreement with Shell Canada Products Limited ("Shell Canada") for the purpose of operating a fuel farm in temporary facilities as approved by the Airport General Manager until such time as it receives approval from Her Majesty in Right of Canada as represented by the Minister of Transport ("Transport Canada"), and the Region for a sublease to operate a fuel farm on the east side of Lot C-10 at the Hamilton Airport as determined by the Airport General Manager and such sublease is executed by the parties;

b) That the Region enter into a Licence Agreement with Shell Canada for the purpose of entering upon the east side of Lot C-10 at its own risk and expense in order to prepare for the construction of a new fuel farm there, in the event that it receives approval from Transport Canada and the Region for a sublease for this purpose, and such sublease is executed by the parties;

c) That, subject to Subsection (d) below, the Licence Agreements referred to in Subsections (a) and (b) above commence November 1, 1993 and expire 24 months afterwards or upon the execution of a sub-lease (if granted) between the Region and Shell Canada for the operation of a fuel farm on the east side of Lot C-10, whichever is earlier;

d) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Licence Agreements referred to in Subsections (a) and (b) above, **provided that** such Licence Agreements are in a form satisfactory to the Commissioner of Legal Services and the Airport General Manager, and are not effective until such execution takes place.

2.3 **Memorandum of Understanding between the Region and Mohawk College of Applied Arts and Technology (AIR 93-048)**

That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute a Memorandum of Understanding, on behalf of the Region, with Mohawk College of Applied Arts and Technology, in a form satisfactory to the Commissioner of Legal Services, subject to the following:

a) That the sole purpose of the Memorandum of Understanding is to provide human and physical resources at the Airport, where feasible, specifically relating to office administration, equipment and building maintenance, as well as law and security;

b) That both the Region and Mohawk College agree that the duration of this agreement will be from the date of signing until terminated by either party.

2.4 **For the Information of the Board:**

That the following items be received:

a) Third Quarter Report - Passenger Totals 1992/1993

b) Third Quarter Report - Aircraft Landing, Parking and Emergency Response Fees 1992/1993 (AIR 93-050)

c) Airport Accounts Receivable Over 90 Days as at October 21, 1993

d) Conflict of Interest Guidelines for Citizen Members of Regional Advisory Board and Task Forces

e) Recommendation from the Township of Glanbrook respecting Pearson International Airport Privatization Deal in Relation to the Hamilton Airport

f) Memorandum from Councillor D. Ross respecting Toronto Pearson International Airport's Newly-formed Community Consultative Committee (CCC)

g) Correspondence from R. Bedard, Departmental Assistant to the Honourable Garth Turner, Minister of National Revenue, respecting the operation of a duty-free shop at Hamilton Airport **CARRIED.**

3. **DISCUSSION AGENDA**

3.1 **Use and Clean-up of Glycol De-Icing Fluids at Hamilton Airport (AIR 93-054)**

(Mongeon/Wilson)

a) That de-icing of aircraft at Hamilton Airport using Glycol De-icing/ Anti-icing Fluids be permitted only in places designated and approved by the Airport General Manager;

b) That any agency storing, dispensing, spraying or otherwise using Glycol De-icing/Anti-icing Fluids at Hamilton Airport be required to obtain a De-icing/Anti-icing Licence, in a form satisfactory to the Airport General Manager and Commissioner of Legal Services;

c) That the Airport General Manager be required to review and approve all applications for Hamilton Airport De-icing/Anti-icing Service Licences to ensure conformity with the provisions of such Licences and the Glycol Mitigation Plan included therein;

d) That the Airport General Manager be authorized and directed to execute the Hamilton Airport De-icing/Anti-icing Service Licence on behalf of the Regional Municipality of Hamilton-Wentworth;

e) That the Licences referred to in Subsection (c) above are hereby considered standard agreements within the meaning of Section 11, Schedule "B", to Regional By-law No. R91-028, being a by-law to provide for the establishment of the appointment of the Hamilton Region Airport Management Board. **CARRIED.**

3.2 **Meeting with The Honourable Robert Nixon respecting Pearson Airport Transaction - Memorandum from the Regional Chairman**

(Agostino/Mongeon)
That the verbal report from the Regional Chairman on his meeting with the Honourable Robert Nixon on November 5, 1993 respecting issues concerning Hamilton Airport, be received. **CARRIED.**

3.3 **Discussion of Consent Items**

N/A

NEW BUSINESS #1

(Wilson/Agostino)
That the following items be received:

a) Correspondence dated November 12, 1993 from the Regional Chairman to the Honourable David Anderson, Minister of National Revenue, respecting the operation of a duty-free shop at Hamilton Airport

b) Acknowledgement from David Christopherson, M.P.P., Hamilton Centre, on behalf of the Honourable Garth Turner, Minister of National Revenue, respecting the duty-free shop at Hamilton Airport

c) Excerpt from November 2, 1993 Question Period in the Legislative Assembly of Ontario respecting Highway 6 New

d) Notice of Cancellation of the Marketing Sub-Committee Meeting scheduled for Wednesday, November 24, 1993

(Attachment) CARRIED.

On motion **(Merling/Agostino)** the Board moved In Camera. **CARRIED.**
On motion **(Wilson/Skelton)** the Board reconvened in Open Session. **CARRIED.**

4.1 **Development of Airport Lands (Lot C-13 - Update) (AIR 93-051)**

(Skelton/Boris)
That Report AIR 93-051 respecting "Development of Airport Lands (Lot C-13 - Update)", be received. **CARRIED.**

4.2 **Canadian Warplane Heritage Museum Renewal (AIR 93-052)**

(Agostino/Boris)
That planning for Canadian Warplane Heritage Museum (CWHM) renewal continue, and that the Airport General Manager continue to assist in that planning. **CARRIED.**

(Chairman R. Whynott and Councillor D. Wilson indicated that they wished to be recorded as being OPPOSED to this item.)

4.3 **Property Negotiation (AIR 93-055)**

(Wilson/Merling)
That the presentation respecting property negotiations at Hamilton Airport be received and approved. **CARRIED.**

The Board adjourned at 10:45 a.m.

_____
Chairman

_____
Secretary

THE REGIONAL MUNICIPALITY
OF HAMILTON - WENTWORTH

Office of the Chairman

November 12, 1993

The Honourable David Anderson
Minister of National Revenue
7th Floor
Connaught Building
MacKenzie Avenue
Ottawa, Ontario
K1A 0L5

Dear Mr. Minister:

May I take the opportunity to congratulate you on your recent election victory and subsequent appointment as Minister of National Revenue. I'm sure this position will provide many new opportunities and challenges for you and I wish you much success in the future.

My reason for writing to you at this time is to bring your attention to a matter of importance to the Regional Municipality of Hamilton-Wentworth and specifically the Hamilton Airport. We are currently seeking approval for the operation of a duty-free shop at the Hamilton Airport and request your support with this initiative.

A copy of our letter to your predecessor, The Honourable Otto Jelinek, dated June 23, 1993 which outlined our initial request for support is attached for your perusal.

I look forward to hearing from you.

Sincerely,

R.J. (Reg) Whynott
Regional Chairman

Encl.

cc: Area MP's
Area MPP's
Members, Airport Management Board
Mr. Gilles Rochon, Director Transportation Division
Revenue Canada

P.O. Box 910, Hamilton, Ontario L8N 3V9
Tel: (416) 546-4200 Fax: (416) 546-2340

RECEIVED NOV 0 8 1993

Ontario

David Christopherson, MPP
Hamilton Centre

346 Main Street East
Hamilton, Ontario
L8N 1J1
Phone: (416) 529-1277
Fax: (416) 529-1280

Mr. R. J. Whynott, Regional Chairman
The Regional Municipality of
Hamilton-Wentworth
P O Box 910, 119 King Street West
Hamilton, Ontario
L8N 3V9

RSG

Dear Chairman Whynott:

I acknowledge receiving a copy of your letter dated October 7, 1993 to the Honourable Garth Turner, Minister of National Revenue, regarding the Duty Free Shop - Hamilton Airport.

If there is anything further I can do to assist with this issue, please advise me.

Sincerely,

Dave

David Christopherson, MPP
Hamilton Centre

RSG, SINCE THINGS HAVE CHANGED MUCH SINCE MONDAY, DON'T HESITATE TO CALL IF WE SHOULD TALK.
Dave

DC/cm

OFFICE OF THE REGIONAL CLERK

Airport		Planning	
Ec. Dev.		Roads	
Env. Serv.		Soc. Serv.	
Finance		Transit	
Health		Other	Carolyn Airport Management Board
Human Res.			
Info. Syst.			
Legal			

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Memo FROM THE DESK OF THE REGIONAL CHAIRMAN

November 8, 1993

Following observation of Question Period in the House, I asked for and received from Dave Christopherson the attached copy of Hansard dated November 2, 1993 and I present it to Council for your information.

R.J. (Reg) Whynott
Regional Chairman

Attachment

have to operate it for either a year or in this case the season; as it was a seasonal operation, that was the condition under which it was granted the deferment, which is perfectly normal.

Mr Stockwell: That's exactly what I asked yesterday and that's exactly what the developer told me yesterday, that he had to operate it for 75 days to get a deferment, and it was explained to me by the Treasurer how incorrect I was, that in fact it was a part of the Land Transfer Tax Act process that was put in place.

Let's be clear about this: An American developer from Seattle has walked in and made a purchase of some $3.7 million. They've received an $800,000 deferment from the provincial government. It's zoned recreational. They are now before the local council applying for rezoning to residential, thereby valuing the property in the neighbourhood of $20 million, $30 million, $35 million.

This from the party talking about speculation tax days in the early, middle and late 1980s. You're allowing an American developer to walk in, buy a piece of property for $3.7 million, give them an $800,000 tax deferment, allow them to flip it for $20 million, $25 million, $30 million, and the beleaguered taxpayer gets nothing in the way of land transfer tax that was put in place to protect against exactly that.

If this developer rezones it residential and flips the property, what protection does the taxpayer have in getting back the $800,000 deferment that you gave an American-based developer?

Hon Mr Laughren: The member for Etobicoke West is trying to make a big issue out of this, but I would just remind him that if that non-resident had gone in and bought a recreational activity classified as a commercial theme park and operated it, it could then sell that for residential purposes without ever having paid any kind of extra—

Mr Stockwell: But he did it.

Hon Mr Laughren: If the member would just listen for one minute—without paying any kind of 20% penalty, because the 20% is a penalty for people who buy land and hold it and do not develop it. If they buy the land with the purpose of developing it, there is no 20% tax.

Mr Michael D. Harris (Nipissing): Yes, there is.

Hon Mr Laughren: No, there's not. If the company had come in, bought the property and said, "It is our intention to develop this property into condo development," for example, there would not be a 20% tax on that property. Those are the requirements under the Land Transfer Tax Act. I don't expect you to live with the burden or the guilt of legislation that your party brought in, but I would simply say to you that if—

Mr Harris: You gave them free money to operate it for a year.

Mr Stockwell: This is like Bill Player's flip.

The Speaker (Hon David Warner): Order.

Hon Mr Laughren: Look, if the member opposite—

Interjection.

The Speaker: Order, the member for Burlington South.

1430

HIGHWAY CONSTRUCTION

Mr Norm Jamison (Norfolk): My question will be directed to the Minister of Transportation. As you're probably well aware, there's an issue in my riding involving transportation, and that is Highway 6, new.

I know you've met with the community economic development committee that's been structured and put together in the county of Norfolk to hear their concerns about this particular new highway. The new Highway 6 linkage is essential to ensure the continued prosperity of the region. It enhances badly needed access to the multibillion-dollar industrial park complex; transportation is so vital to the future expansion of that facility.

Will the minister give the people of Haldimand-Norfolk and the business community in our area the assurance that Highway 6, new, will go through as scheduled?

Hon Gilles Pouliot (Minister of Transportation): Let me begin, with respect, by saying with all the sincerity at my command that this member, when it comes to development, creating jobs, addressing and sufficing the needs of the good people of Haldimand-Norfolk, has been a catalyst. He has been nothing short of a tower of strength. His diligence daily has made the development of Highway 6 a priority with this government.

What are we looking at? We're looking at $125 million of taxpayers' money returning to the riding of Haldimand-Norfolk. We're looking at hundreds of jobs. We're looking at innovative ways to do business by having one whole contract done. But before we do this, we have to do the pre-contract work. We have to do some engineering. We have to do some design. We also have to accumulate properties. Property acquisition—one, two, three—leads us to 1994. That's when shovel-in-the-ground takes place. That's when the money returns to people—

The Speaker (Hon David Warner): Could the minister conclude his response, please.

Hon Mr Pouliot: —to provide, through the diligence of their member, that most essential of services, transportation; $125 million to make the roads better in the province of Ontario.

HEALTH BUDGET

Mrs Elinor Caplan (Oriole): My question is to the Minister of Health. I have in my hand a refrigerator thermometer that was hand-delivered to an Ontario doctor from your ministry. At a time when health care resources are so scarce and your ministry's direction, priority-setting and leadership are so very important, why are you spending your money on refrigerator thermometers?

Hon Ruth Grier (Minister of Health): That is a very good question. I don't know why we are spending money on thermometers. I undertake to find out what the purpose was and get back to the member as soon as I can.

Mrs Caplan: This refrigerator thermometer cost about $2. There are almost 20,000 doctors in Ontario. You have wasted thousands of dollars on refrigerator thermometers.

HAMILTON REGION

AIRPORT MANAGEMENT BOARD

NOTICE OF CANCELLATION

MARKETING SUB-COMMITTEE

DATE: Wednesday, 24 November 1993

TIME: **8:00 a.m.**

PLACE: Hamilton Airport
Board Room (Main Floor)
Terminal Building

Please note: The next meeting is scheduled for 22 December 1993.

/mt

17 November 1993

CONSENT AGENDA MATERIAL

2.1

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1993 November 25

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Temporary Sublease Renewal (Trailer Site) Glanford Aviation Ltd.
(AIR 93-056)

RECOMMENDATION:

a) That the application of Glanford Aviation Ltd. to renew their temporary sublease, numbered 142352 housing a trailer located east of the air terminal building for the operation of a helicopter hangar and landing pad, be approved, subject to the following:

i) That the applicant enter into a one-year Supplemental Agreement with a one-year renewal option, amending the current temporary sublease with the Region, in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

ii) That the rental rate for 2,911 square metres of land for a helicopter hangar and landing pad be established at $1.40 per square metre per annum, and the rental rate for 98 square metres of land for a trailer site be established at $80.00 per month, plus 10% administration/maintenance fee, plus $100.00 per month for hydro charges for the trailer site, resulting in an annual rental rate of $6,738.94, to be paid in monthly instalments of $561.58 (GST extra), plus realty taxes, commencing January 1, 1994 and subject to any future rental increases;

iii) That the applicant be required to deposit with the Region the first and last months rent at the time of executing this Supplemental Agreement;

iv) That the monthly rent be credited to Land Rental Account No. 1-46006-343199, and the monthly Administrative/Maintenance Fee be credited to Account No. 1-45137-343199;

v) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of $1,000,000, naming the Region and Transport Canada as co-insureds;

.../2

vi) That the applicant be advised that at the end of this renewal option contained in the one-year Supplemental Agreement amending Sublease No. 142352, the sublessee will be required to relocate to a permanent location providing such airport lands are available for the construction of a hangar and office complex suitable to helicopter and fixed based operations;

b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the Supplemental Agreement on behalf of the Region.



S. L. Kincaid, Airport General Manager

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

We have been advised by our Finance Department that this tenant is prompt with their payments as well as current.

BACKGROUND:

We are in receipt of a letter from Mr. Bill Marsh requesting that his current temporary sublease be renewed for an additional year.

SLK/mt

c.c. Mr. Joseph Fudge, Assistant Corporate Counsel
Brian McMullen, Supervisor, General Revenues
Bob Zolaturiuk, Supervisor of Insurance
Mirella Thompson, Lease/Invoice Co-ordinator

Glanford Aviation Ltd.



September 7, 1993

Hamilton Airport

Attn: Mr. Sam Kincaid
Airport Manager

Subject - Lease Renewal

Between - THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH (Sub-Lessor)

- and -

GLANFORD AVIATION LTD. (Sub-Lessee)

Dated - April 8, 1992

File No - AKC 5156-0120-5

Lease No- 142352

The term of this Lease being from the 01st day of January 1992 through the 31st day of December 1993.

Glanford Aviation Ltd. would respectfully request a renewal of this Lease for a further term of one year as provided for in Article 24, Paragraph 24.1 of said Lease

There have been no changes in our company or it's operations as they pertain to this Lease. Your attention to this matter is appreciated.

Yours very truly
GLANFORD AVIATION LTD.

William R. Marsh
President

cc: Mirella Thompson

Hamilton Airport
P. O. Box 207, Mount Hope, Ontario L0R 1W0 (416) 679-3558 Fax (416) 679-4603

2.2(a)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 November 30

REPORT TO: Chairman and Members
Hamilton Region Airport Management Board

FROM: Samuel L. Kincaid
Airport General Manager

SUBJECT: Province of Ontario Submission to Robert Nixon on the Pearson Airport T1/T2 Situation (AIR 93-057)

S.L. Kincaid, Airport General Manager

BACKGROUND:

The Province of Ontario has made available its Review of Pearson International Airport Terminals 1 and 2 Redevelopment Agreement Summary Report submission to Robert Nixon of November 18, 1993. The summary report is enclosed for Board Members' information. The full Provincial Submission report with its appendices is available in the Airport Management Office if required.

SLK:jf

REVIEW OF PEARSON INTERNATIONAL AIRPORT TERMINALS 1 AND 2 REDEVELOPMENT AGREEMENT

SUMMARY REPORT

OF

PROVINCIAL SUBMISSION

TO

ROBERT NIXON

Ministry of Transportation
Policy and Planning Division

November 18, 1993

SUMMARY REPORT OF PROVINCIAL SUBMISSION TO ROBERT NIXON

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1.0 Introduction

Shortly after he was elected, Prime Minister Chrétien appointed Mr. Robert Nixon to review the Pearson International Airport (Pearson) terminal redevelopment agreements between the Government of Canada and the Pearson Development Corporation (PDC).

This is a summary of the Provincial Submission to Robert Nixon, dated November 18, 1993 which was prepared by Ontario Ministry of Transportation but represents the interests of other relevant ministries and agencies.

The Province of Ontario supports Mr. Nixon's mandate, but is determined that the scope of his review should be broad enough to include the economic, social and fiscal importance of airports. The province also recommends that Mr. Nixon should look for the most appropriate means to govern these south-central Ontario airports.

2.0 Recent Provincial Involvement in South-Central Ontario Airports Issues

South-central Ontario's airports include Pearson, Toronto Island, Buttonville, Oshawa and Hamilton. They serve as a hub for much of Ontario's intercity and general aviation. (See figure 1).

The province has had an extensive involvement in airport activities over the past five years. The province's activities have focussed on its commitment to:

- providing minimum cost transportation;
- generating a healthy air services industry;
- maintaining the competitive position of Pearson;
- a systemic approach to airport development and management in the GTA; and
- the establishment of an airports authority to serve the Greater Toronto Area.

These activities include:

- The Greater Toronto Coordinating Committee's (GTCC) 1990 airport study.

  This provincially funded study concluded that the airports in the south-central Ontario region constitute a single air transportation system. This study also recommended that the system should be managed by one local body.

- Financial assistance or access improvements to various area airports.

  These airports include: Buttonville, Oshawa, Hamilton, and Toronto Island.

- Provincial support for additional runways at Pearson.

  The province supported both the development of the runways and a local airports authority to manage Pearson. The province also cautioned that the expanded airport had to be more conscious of its effects on adjacent communities.

- Support for the Greater Toronto Regional Airports Authority (GTRAA).

  In April, 1993 the province gave its official support to the creation of the GTRAA.

3.0 Provincial Principles Which Guide This Submission

The province's actions to date have been predicated on certain goals and principles for the airports in the south-central Ontario aviation area. These principles include:

- The airports in the south-central Ontario area constitute a system.

  This principle arose from the Provincially-funded 1990 GTCC Airport Study.

- Governance of this airport system should be built on existing community support for an airports authority.

  The Greater Toronto Regional Airports Authority group has been supported by all 32 GTA municipal and regional councils; it has also been endorsed by the provincial Ministry of Transportation.

- Pearson Airport is a public good, which is crucial to the economic and social life of the province. Its viability should not be weakened.

  Pearson has a $4 billion economic impact on the provincial economy, and is directly and indirectly responsible for over 56,000 Ontario jobs. Pearson's economic importance, plus the fact that there is no alternative facility in the area, transforms the airport from a mere transportation facility into a public good. It is important that its pricing, operation and planning reflect the public interest.

- Greater flexibility and responsiveness are required in the management of the south-central Ontario airports system in general and at Pearson in particular.

  Pearson, and the other airports in the south-central Ontario system, must be able to respond in a flexible manner to changes in market conditions, federal policies, international situations and community concerns.

- There is a complementary role for the private sector.

  The private sector can improve Pearson and other airports by offering both capital and management expertise. Private involvement in the airports' development and operation, however, must be balanced by the public interest.

- Pearson and the other south-central Ontario airports must be upgraded as needed.

  It is essential that Pearson continues to be modernized and expanded to maintain its strategic role as Canada's main international and domestic gateway.

- Airport operations need to be sensitive to community concerns.

  The airports' neighbours, the broader community and other interested stakeholders should be given access to the decisions about how the airports are planned, operated and developed.

These principles have guided the province's recent decisions and actions.

4.0 Summary of The Province of Ontario's Review of The Agreements for Redevelopment of Terminals 1 and 2 at Pearson International Airport

This analysis is based on a legal review of the various agreements which comprise the PDC - Government of Canada agreement plus some consideration of the many media reports on this issue. In conducting this review, the province did not have access to all necessary documents, especially some critical clauses which were withheld because of commercial confidentiality.

Restrictions on future development

The PDC agreement restricts future development of the airport system. The agreement prohibits the federal government from developing any airport terminals within 75 kilometres of Terminals 1 & 2 until Pearson reaches and stays at 33 million passengers per year, if Pearson would lose more than 1.5 million passengers as a result of this development. If the federal government wants to break this aspect of the agreement, it must either financially compensate the PDC, or allow the PDC to expand its terminal facilities into "Area 4". This area sits between Terminals 1 and 3 and is presently an air cargo operation.

Before Pearson reaches the 33 million threshold there will be a need for more air terminal capacity in the airports system. The area's population is growing, and Pearson's new runways will mean greater capacity. This provision effectively allows PDC to expand into the valuable Area 4 without any competitive process.

Another clause in the PDC agreement constrains the ability to assign and reassign international traffic to other airports within the system. This clause may be a particular impediment to service and route expansion at Hamilton Airport.

Apparent concessions

The agreement contains a number of apparent federal government concessions to the PDC. These concessions include:

- a $33 million rent deferral from lease years 2, 3 and 4 (to be repaid in the future);
- a 15% reduction in Transport Canada's annual percentage of the rent paid by Air Canada and new airlines using Terminal 2 - an estimated $70 million concession over the term of the lease; and

- a number of unusual deductions from PDC's calculation of its gross revenues.

The province is advised that some of PDC's consortium companies are earning revenue from airport services as well as gaining a net return on the terminal operations. Mr. Nixon should investigate this situation, since it could increase costs unnecessarily.

PDC has no incentive to reduce its costs, due to the demands of an assumed high rate of return on investment. Mr. Nixon should determine the propriety of the rate of return expected by the PDC, within the context of alternative not-for-profit terminal management structures.

Unusual clauses

A number of unusual clauses are contained the agreement. Some of these clauses result in:

- only partial disclosure of the key players in the PDC deal;
- a 57-year lease regardless of whether all the development stages of the agreement are met;
- very little federal government control over PDC's right to enter into any leasehold mortgage with a lending institution;
- the ability of PDC to sublet without consent of the federal government; and
- all disputes between PDC and the federal government may be referred to an arbitration tribunal.

The numbers of unusual clauses in such a crucial agreement suggest a hastily and poorly prepared agreement.

Short bidding period

The federal government's very limited 90 day bidding period for its 1992 terminal redevelopment request for proposals, left very little opportunity for a truly competitive process. This should also be examined as part of Mr. Nixon's agreement review.

5.0 Effect of This Agreement on Pearson's Competitiveness

Economic dynamics of Pearson

Pearson is the third largest gateway to North America (after JFK and Los Angeles International airports). The airport handles currently more than 21 million passengers per year, with 70% of Pearson's traffic being origin-and-destination traffic (those who begin or end their air trip at a given airport). The high origin/destination percentage is unique to Toronto, since comparable gateway airports only have 35-50% origin/destination traffic. It also confirms the importance of Pearson to the provincial communities it serves.

Pearson is faced with significant competition from airports in U.S. border states, which have added runway and terminal capacity. Equally, Pearson will be challenged by the new airports authorities in a number of Canadian cities. The limitations imposed by the PDC agreement will hinder Pearson's flexibility in meeting these new challenges and will limit the ability of area airports to be linked into a strategic direction.

Effect of monopoly terminal ownership

There are many arguments against the creation of a terminal management monopoly at Pearson including:

- the example of Heathrow Airport where fees and charges are among the highest in the world;
- poor responsiveness to air carriers and other terminal users ; and
- the terminal operator has no incentive to manage its costs.

The pricing structure which results from the monopoly created by this agreement will have a negative impact on Pearson's competitiveness as a major gateway.

Effect on commuter traffic

If profit is the only gate allocation criteria, gates will be reserved solely for large capacity aircraft. Commuter aircraft that serve smaller destinations get routed to other airports, jeopardizing the airport's hub function. There is a need for the public interest to be represented in the allocation of gates. This is not evident in the current PDC agreement.

6.0 Effect of This Agreement on Ontario Communities

Effects on the Greater Toronto Area (GTA)

The effects of the PDC agreement are felt most by the Greater Toronto Area.

- 61% of the jobs created by Pearson are located in the Greater Toronto Area;
- The airport area is the number two employment generation area in the GTA;
- The GTA has borne the brunt of two-thirds of all Canadian job losses during the recent recession;
- Pearson must have the flexibility, competitive infrastructure and cost structure to play a prominent role in the area's economic recovery;
- The PDC agreement offers no incentive for the terminal operators to share the costs of necessary ground transportation improvements;
- The agreement's passenger thresholds will deaden entrepreneurial investment in Hamilton and other south-central Ontario airports; and
- Pearson is an important factor in the maintenance of the GTA's multicultural communities. A high cost, revenue maximizing operation will deter or deny travel for many GTA citizens.

Effect on Northern Ontario regions and municipalities

- To dozens of Northern Ontario communities Pearson is a necessary link to the seat of government, and access to the airport is a major business development factor;
- In terms of job training, many employees and managers in the public and private sectors attend Toronto-based special workshops, programs and seminars, via Pearson;
- Thousands of Northern Ontarians travel to medical specialists and clinics in and around Toronto, via Pearson;
- When the "bottom line" becomes the sole determinant of airport management decisions, those communities that are out of sight become left out of the management equation; and
- Pearson is too important to Northern Ontario to allow it to be run solely as a private business. The public interest must be represented.

7.0 Governance Alternatives for Pearson International Airport

The province rules out two alternatives:

1) **maintaining Terminals 1 & 2 under Transport Canada control** will not offer the flexibility that Pearson needs to respond to market threats and opportunities; and

2) **creating dedicated federal legislation for Pearson** is unnecessary, since existing federal legislation can deal with any necessary changes at Pearson.

In considering other airport management options, the province accepts that some private sector involvement and investment in Pearson may be beneficial and workable. Public interest, however, must be the overarching element of Pearson's management. What is needed is a management model which allows for an appropriate balance of public control and private sector investment and expertise. The PDC agreement is not an appropriate model.

Option 1: Establishment of a Local Airports Authority

The province has viewed an LAA as the best vehicle to marshal the unique strengths of the south-central Ontario area's airports to the benefit of provincial economic development. A local airports authority could also provide an accountable structure which might manage an amended privatization agreement.

The province recognizes that LAA's are seen by some to be limited in scope with a natural, but short sighted, emphasis on local concerns. Because of this assumption, coupled with the fact that Pearson has a reach that exceeds its geographical limits, Pearson may require a representative structure that acknowledges the airport's broader national and provincial responsibilities.

Option 2: Establishment of a Broader Based, Representative Airport Authority

This specialized community corporation would enhance accountability by allowing more representation from the federal, provincial and municipal governments. Local members of an airports authority, augmented by an even broader membership, would cover the economic and community airport interests. Other issues, such as airline policies, air navigation and safety would continue to be managed by Transport Canada and other relevant federal departments. This sort of authority could also provide the sort of accountable structure which might manage an amended privatization agreement.

This federal community corporation could be formed under the Canada Corporations Act, with its by-laws agreed to by the federal government and supported by the province. Transport Canada, however, would need to amend its airport transfer guiding principles.

The economic consequences of any alternative management structure should be understood before it is implemented.

8.0 Conclusions

The province's analysis suggests that the PDC agreement is bad for Pearson, bad for Ontario and bad for Canada. PDC's expected return on investment under privatization, coupled with payments to Ottawa, could dramatically increase the costs charged to both airlines and passengers and diminish the competitiveness of the airport. This agreement may also prevent Transport Canada from supporting the development of other area airports (Hamilton, Toronto Island, Buttonville and Oshawa, for example) until Pearson's terminals reach their capacity of 33 million passengers. There are also a number of unusual clauses in the agreement. Finally, the privatization of the terminals, coupled with the potential privatization of Pearson's runways, will kill any chances of establishing an airports authority.

The province acknowledges the need for job creation and the development of a first class aviation facility, but these benefits flow from better airport management and not solely from this business agreement. Both the PDC agreement and the federal government's approach to Pearson over a past few years have been misguided. Pearson is not a chattel to be sold on the open market. An approach of stewardship should replace that of privatization. A broader-based airports authority, reconstituted from the current Greater Toronto Regional Airports Authority group, may be best instrument towards this goal.

The province acknowledges that some of those involved in this agreement - both public and private sector representatives - may have behaved in ways that were not good business practise. If Mr. Nixon concurs with the province's view that an alternative, broader based, management structure is needed in place of the PDC terminal development agreement, Mr. Nixon should proceed with this course of action, regardless of how he decides to deal with the suspect aspects of the PDC affair. A resolution of this affair which opts for the public good and the public interest should not be held up by the suspension of the PDC agreement.

9.0 Recommendations

The Province of Ontario recommends to Mr. Robert Nixon, federal reviewer of the Pearson International Airport Terminal Redevelopment agreements, that:

1. In his review of the aforesaid agreements, he especially reviews:

   a) the propriety of the Pearson Development Corporation's actual rate of return on investment;
   b) the suspected "double-dipping" of member companies in the Pearson Development Corporation;
   c) the clauses that restrict future development, as well as those that appear to provide financial and other concessions; and
   d) the potential effects of the agreement on the competitiveness of Pearson.

2. The federal government resolve any impediments to the establishment of a local airports authority for the airports in south-central Ontario, including:

   a) amendments to Transport Canada's airport transfer guiding principles which will allow for a more representative local airports authority management structure;
   b) the ability of this broader-based airports authority to use passenger facility charges and other airport terminal revenues for other than terminal improvements; and
   c) this broader-based airports authority LAA for the be recognized by the federal government to allow airport transfer negotiations to begin.

3. The competition for the privatization of Pearson International Airport's new runways be cancelled; and that:

   a) runway construction continue in the short term, given the economic importance of this infrastructure for Pearson International Airport; and
   b) after successful negotiations, the broader-based airports authority would take over development and operation of Pearson's runways.

4. In the interim, Transport Canada should undertake to proceed with the more critical planned Phase 1(a) terminal improvements, including fire and security systems, plus some parking garage improvements.

- *** -

N.B. Complete copies of the full Provincial Submission to Mr. Nixon, together with appendices A, B, C, D, can be obtained from the Aviation Office, Tel: (416) 235-4045.

22(4)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1993 November 22

REPORT TO: Chairman and Members
Hamilton-Wentworth Region Airport Management Board

FROM: Gerry W. Lawson
Treasurer and Commissioner of Finance

SUBJECT: AIRPORT ACCOUNTS RECEIVABLE OVER 90 DAYS
AS AT November 22, 1993

G.W. Lawson

BACKGROUND:

Monthly, this report is submitted to the Committee for their information. The attached appendix is a listing of the larger accounts receivable which are at least 90 days overdue as of November 22, 1993.

The total accounts receivable for the Airport is $66,595.21 of which $15,166.59 has been outstanding for more than 90 days. The accounts over $100 are listed on Appendix "A" with comments as to the status of the account and action taken by the Region.

One new account has been added since the previous report of October 21, 1993. Two of the accounts in that report have been settled. In addition to the accounts on Appendix "A", there are 29 accounts under $100 outstanding over 90 days with a credit balance of $2,664.14.

APPENDIX "A"

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF FINANCE

Accounts Receivable Over 90 Days
Account: AIRPORT

Customer Number	Customer Name	Total Owed Nov 22/93	Balance on Oct 21/93 Over 90 Days	Current Balance Over 90 Days	Comments
239	Air Charter Systems	$896.70	$896.70	$896.70	Same corporation with two accounts. Landing fees accounts. The company surrendered its licence and closed its operation. In the company's offer of 5% of the outstanding balance in full settlement of any indebtness or 10% over a period of one year with 6 payments. The Region chose to accept the 10% settlement offer. Payments will be made from October 1993 to September 1994.
339	World Wide Air Charter	$577.12	$577.12	$577.12	
416	Air Niagara Express	$989.64	$874.14	$874.14	Landing fees account. In Receivership as of Sept. 26/91. Region filed its Proof of Claim on Nov. 26/91. Payments to be made on the 30th of April each year commencing April 30, 1994, from the profits of the Company. Once the Promissory Note to the secured Creditors is paid in full, then all unsecured Creditors will be paid.
586	Viking Airlines	$443.19	$0	$428.19	Landing fees account. Collection being pursued.
794	Midway Airways	$722.44	$722.44	$722.44	Landing fee account. Company went bankrupt June 1991. Proof of claim filed with Trustees in U.S.A. on Oct. 4/91.

Customer Number	Customer Name	Total Owed Nov 22/93	Balance on Oct 21/93 Over 90 Days	Current Balance Over 90 Days	Comments
853	Wings International	$6,357.05	$6,357.05	$6,357.05	Account to be written off with other Regional accounts
976	Trans-Prov Airlines	$506.96	$506.96	$506.96	Landing fee account. Company filed for **Bankruptcy** on March 25/93. Proof of Claim filed on April 14/93.
1023	Air Laurentian	$10,415.87	$10,724.00	$7,468.13	Rental/landing fees account. Customer's proposal to pay $1,500.00 each month towards the arrears and $1,680.00 towards the current month's rent was considered by the Airport Management Board at April 8/93 meeting. Finance is monitoring payments each month from this Customer.
Sub Total		$20,908.97	$20,658.41	$17,830.73	
Accounts Under 90 Days		$45,686.24	N/A	N/A	
Accounts Under $100		N/A	$(2,411.73)	$(2,664.14)	
		$66,595.21	$18,246.68	$15,166.59	

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Office of the Minister
of National Revenue

Cabinet du ministre
du Revenu national

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November 18, 1993

Mr. R.J. Whynott
Regional Chairman
The Regional Municipality
of Hamilton-Wentworth
P.O. Box 910
Hamilton, Ontario
L8N 3V9

Dear Mr. Whynott:

On behalf of the Minister, the Honourable David Anderson, I wish to acknowledge your letter of November 12, 1993, concerning the operation of a duty-free shop at the Hamilton Airport.

The Minister has asked officials of the Department to look into the matter and he will provide you with a reply as soon as possible.

Yours sincerely,

Peggy Cork,
Senior Departmental Assistant

Connaught Building Immeuble Connaught
Ottawa, Canada K1A 0L5

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Queen's Park Office
Legislative Building
Queen's Park
Toronto, Ontario
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Constituency Office
196B Parkdale Ave. N.
Hamilton, Ontario
L8H 5X2
(416) 544-9644

LEGISLATIVE ASSEMBLY
ASSEMBLÉE LÉGISLATIVE

BOB MACKENZIE, MPP
Hamilton East

HAMILTON
November 26, 1993

Mr. R.J. Whynott
Regional Chairman,
Regional Municipality of Hamilton-Wentworth
P.O. Box 910,
Hamilton, Ontario
L8N 3V9

Dear Reg,

Just a brief note to acknowledge receipt of the copy of your letter dated November 12, 1993, the original which was addressed to the Honourable David Anderson, Minister of National Revenue.

I do recall acknowledging receipt of the copy of your original letter to the former Minister, Otto Jelinek. As noted previously, I would be interested in hearing the response of the government to this request.

Once again, thank you for sharing this correspondence with me.

Sincerely,

Bob Mackenzie
M.P.P. Hamilton East

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THE REGIONAL MUNICIPALITY
OF HAMILTON - WENTWORTH

Office of the Chairman

November 12, 1993

The Honourable David Anderson
Minister of National Revenue
7th Floor
Connaught Building
MacKenzie Avenue
Ottawa, Ontario
K1A 0L5

Dear Mr. Minister:

May I take the opportunity to congratulate you on your recent election victory and subsequent appointment as Minister of National Revenue. I'm sure this position will provide many new opportunities and challenges for you and I wish you much success in the future.

My reason for writing to you at this time is to bring your attention to a matter of importance to the Regional Municipality of Hamilton-Wentworth and specifically the Hamilton Airport. We are currently seeking approval for the operation of a duty-free shop at the Hamilton Airport and request your support with this initiative.

A copy of our letter to your predecessor, The Honourable Otto Jelinek, dated June 23, 1993 which outlined our initial request for support is attached for your perusal.

I look forward to hearing from you.

Sincerely,

R.J. (Reg) Whynott
Regional Chairman

Encl.

cc: Area MP's
Area MPP's
Members, Airport Management Board
Mr. Gilles Rochon, Director Transportation Division
Revenue Canada

P.O. Box 910, Hamilton, Ontario L8N 3V9
Tel: (416) 546-4200 Fax: (416) 546-2340



Gary Yokoyama, The Spectator

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No harm in Pearson deal: Nixon

2.2(e)

By JAMES ELLIOTT
The Spectator

THE PEARSON Airport deal doesn't have a significant impact on Hamilton Airport, says the man commissioned by the new federal government to examine the controversial privatization contract.

Former Ontario treasurer Robert Nixon said yesterday he had heard much concern voiced about the 75-kilometre (47-mile) exclusion zone for development, but after examining the deal, concluded it doesn't appear injurious to Hamilton Airport.

Chopping block

"I don't think it would have any significant impact for a very long period of time," Mr Nixon said, pointing out that Hamilton's new terminal, with an annual capacity of 1.5 million passengers, now handles only about 52,000.

The Pearson pact restricts construction of new passenger facilities, within 75 kilometres of the Mississauga airport, that would divert large numbers of passengers away from Pearson.

"If they built a new airport in Hamilton and two million passengers all of a sudden went through there in a year, they'd say, 'Aha, you owe us money,'" said Mr. Nixon, also former Ontario Liberal leader and longtime MPP from Brant County.

Before he began his review, Mr. Nixon said Hamilton Airport would probably be affected by the expansion restriction, adding, "Hamilton should be on the development list (for airports), not the chopping block."

Regional Chairman Reg Whynott, said last night he disagreed with Mr. Nixon's final assessment that the Hamilton field would not be significantly affected. Mr. Whynott said that, in a discussion with Mr. Nixon, he had expressed his 'serious concern' about the exclusion zone for development.

"If the 75-kilometre rule puts any restriction on what we can do to encourage people to use the facilities or to extend our runway, then I'm concerned," Mr. Whynott said.

Mr. Whynott said he would like to see Mr. Nixon's report before offering a comment but, "If that's all he has to say, I'll be extremely disappointed."

"I won't go along with anything, I won't support anything that doesn't give a big push to this airport," said Mr. Morrow, who also had reservations about the impact of the exclusion zone.

Mr. Nixon said that, in speaking to such politicians as Mr. Morrow and Hamilton West Liberal MP Stan Keyes, he found there was a psychological perception that Hamilton would be frozen out by the Pearson deal.

"There's certainly a psychological feeling that . . . everything's going to happen at Pearson and nothing's going to happen elsewhere. I don't think that's based on facts, but that's certainly the way it's perceived."

Mr. Nixon said Hamilton Airport backers feel that Pearson gets all the development, while smaller airports such as Hamilton's are ignored.

"I don't think Hamilton feels that's good enough and I don't like it either."

He said the government can't legislate passengers to use the airport, "but it seems to me that, if there were some co-ordination of our air transport facilities in the whole area, it could be handled better than it has been. Certainly it's a very good facility there and seriously underused."

He refused to reveal any of the recommendations contained in his report, expected to be made public by Prime Minister Jean Chretien on Friday.

'Viable alternative'

John Bryden, newly elected Liberal MP for Hamilton-Wentworth, shares the perception that Hamilton Airport is at the end of the line.

"There's a long history of that," he said, "that Hamilton Civic Airport hasn't been factored in as it should be, as an important, viable alternative to Pearson."

Mr. Bryden said the deal to privatize Terminals 1 and 2 should be dumped.

With files from Rosemary Todd

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